Paint Creek Trailways Commission Meeting
Tuesday, July 16, 2019 at 7:00 PM
Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306

MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda:
   a. Minutes: Regular Meeting, June 18, 2019
   b. Minutes: Joint Meeting with OTPRC, June 12, 2019
   c. Treasurer’s Report – June 2019
6. Approval of Invoices
7. Discussion: East Clarkston Road Pathway Project
8. Discussion: City of Rochester Draft Trailway Setback Ordinance
9. Update: Louis Carrio, President – Friends of the Paint Creek Trail
10. Discussion/Approval: Signage Design Services Proposals
11. Update: Bridge 33.7 Project
12. Update/Discussion/Approval: 2019 Trail Resurfacing
13. Update: 2020-2024 Master Plan
14. Manager’s Report
15. Commissioner Reports
16. Adjournment of Regular Meeting

Next Regular Meeting:
August 20, 2019 – Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306

Enclosures: Agenda Summary
June 18, 2019 Draft Minutes
June 12, 2019 Draft Joint Meeting Minutes
June 2019 Treasurer’s Report
East Clarkston Road Pathway Construction Plan
Memo: Trailway Setback Ordinance
Potential Nonconformities from Trail Setback
Email re: Moutrie Memorial Project
Bill Carr Signs Proposal for Signage Design Services
Landscape Architects & Planners, Inc. Proposal for Signage Design Services
Signs by Crannie Proposal for Signage Design Services
Veres Environmental Graphics and Signs Proposal for Signage Design Services
Construction Contract between PCTC and WCI Contractors, Inc.
Memo: 2020-2024 Master Plan
June Manager’s Report
Community Foundation of Greater Rochester June Fund Statement
1. **Call to Order**

2. **Pledge of Allegiance**

3. **Approval of Agenda**

4. **Public Comment**

5. **Consent Agenda:**
   a. Minutes: Regular Meeting June 18, 2019
   b. Minutes: Joint Meeting with OTPRC, June 12, 2019
   c. Treasurer’s Report – June 2019

6. **Approval of Invoices**

7. **Discussion:** East Clarkston Road Pathway Project  
   **Summary:** Mark Landis from OHM Advisors will present information on Orion Township’s East Clarkston Road Pathway Project.  
   **Desired Action:** Discussion  
   **Budget Impact:** None

8. **Discussion:** City of Rochester Draft Trailway Setback Ordinance  
   **Summary:** John Jackson from McKenna will present information on the City of Rochester’s proposed Trailway Setback Ordinance. Members of the Friends of the Clinton River Trail will also participate in the discussion.  
   **Desired Action:** Discussion  
   **Budget Impact:** None

9. **Update:** Louis Carrio, President – Friends of the Paint Creek Trail  
   **Summary:** Louis Carrio, President of the Friends of the Paint Creek Trail will provide an update on the June 20 meeting of the Friends of the PCT and communication with the Moutrie family.  
   **Desired Action:** Discussion  
   **Budget Impact:** None

10. **Discussion/Approval:** Signage Design Services Proposals  
    **Summary:** The Trail Branding subcommittee has reviewed the proposals from the signage design firms and will provide a recommendation at the meeting.  
    **Desired Action:** Approval  
    **Budget Impact:** $3,000 is earmarked for the design portion of this project and is included in the 2019 Operations Budget. The project is being funded by a reimbursable $25,000 Michigan DNR Iron Belle Trail grant fund and a $5,000 local cash match.

11. **Update:** Bridge 33.7 Project  
    **Summary:** I will provide an update on the project’s progress, timeline, and citizen traffic concerns. A memo will be provided at the meeting with more information.  
    **Desired Action:** Discussion  
    **Budget Impact:** None

12. **Update/Discussion/Approval:** 2019 Trail Resurfacing  
    **Summary:** I will provide an update on the project’s progress and funding sources. A memo will be provided at the meeting with more information on the project’s progress and potential additional funding from the MDNR. The Commission needs to approve the construction
contract between the PCTC and WCI Contractors, Inc. A copy of the contract is included in your packet.

**Desired Action:** Approval  
**Budget Impact:** None

13. **Update:** 2020-2024 Master Plan  
**Summary:** I will provide an update on the progress of the 2020-2024 Master Plan. A memo with more information is included in your packet.  
**Desired Action:** None  
**Budget Impact:** None

14. **Manager’s Report:** Included in your packet.  
15. **Commissioner Reports**  
16. **Adjournment of Regular Meeting**

**Next Regular Meeting:**  
August 20, 2019 – Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306
CALL TO ORDER: The Tuesday, June 18, 2019 meeting was called to order by Chairperson Becker at 6:30 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Linda Gamage (enter 6:35 p.m.), Kim Russell (enter 7:00 p.m.), Donni Steele, Jeff Stout, Hank Van Agen (enter 6:55 p.m.)
Voting Alternates Present: David Becker (voting until 7:00 p.m.), Martha Olijnyk (voting until 6:55 p.m.)
Non-Voting Alternates Present: None
Village of Lake Orion Non-Voting Member Present: None
Voting Members Absent: Susan Bowyer
Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, Lynn Loeb, David Walker
Village of Lake Orion Non-Voting Member Absent: Brad Mathisen
Village of Lake Orion Non-Voting Alternate Absent: Vacant
Others Present: Melissa Ford, Trail Manager, Chris Gray, Assistant Trail Manager, Brian Marzolf, Interim Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA: Item #7, Discussion of City of Rochester Draft Trailway Setback Ordinance was removed from the agenda and rescheduled in July as the representative from McKenna was not present to explain and answer Commission questions.
MOTION by Ferriolo, seconded by Stout, Moved, to approve the June 18, 2019 agenda as amended.
Ayes: All Nays: None  MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:
  a. Minutes – May 21, 2019, Regular Meeting, approve and file
  b. Minutes - May 21, 2019, Joint Meeting with OTPRC, approve and file
  c. Treasurers Report – May 2019, receive and file
Chairperson Becker does not want to remove the Regular Minutes from the consent agenda, but suggested two changes. On page 2, under Invoices – add the word “administration” between the words construction and award, and on page 5, the paragraph after the motion to cancel the Labor Day Bridge Walk, add the words “pursuant to the PCTC interlocal”.
MOTION by Blanchard, seconded by Olijnyk, Moved, to approve the Consent Agenda as presented.
MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling $23,424.93. In addition to the recorder’s fee, this amount includes staff postage and office supplies, bike bells, advertisement for Trails Day, pet waste bags, Mannik Smith Group’s invoice for the Bridge renovation construction administration, reimbursement to Ms. Ford for Trails Day expenses, and 2nd Qtr. wages and FICA for the Manager, Assistant Manager and Bike Patroller. Estimated unrestricted fund balance is $55,825.

MOTION by Blanchard, seconded by Stout, Moved, that the invoices presented for payment are approved in the amount of $23,424.93 and orders be drawn for payment.

MOTION CARRIED.

DISCUSSION: Interim Trail Manager: Mr. Becker introduced Mr. Brian Marzolf, who was offered and accepted the position of Interim Trail Manager. The Commission welcomed Mr. Marzolf. Mr. Marzolf introduced himself, summarized his background, and said he’s looking forward to working with the Commission. The subcommittee was recognized and thanked for their work towards getting an interim manager while Ms. Ford is on leave. There was a request from the Commission to comment on the budgetary impact of hiring this position. A spreadsheet was provided to the Commission showing the impact, which was summarized by Chairman Becker. The net additional expense to the budget, including the overlap periods, would be $1,483 including FICA. The additional expense is well worth it.

UPDATE: National Trails Day Report: Ms. Ford indicated the event took place on June 1st, and photos are included in the packet. Approximately 75 participants attended, partnering with the Clergy, Cops & Kids event in Lake Orion. Everyone had a good time until a torrential downpour occurred while people were on the trail ride. The bike bells were handed out, the police department did a great safety demonstration and there was a blessing of the bikes. It was a successful event despite the weather. Staff was thanked for their work on the event.

DISCUSSION/APPROVAL: Request for Proposals – Signage Design Services: Ms. Ford explained the Commission received a $25,000 grant from the DNR to update the signage on the trail to incorporate the Iron Bell logo. Listed in the RFP is updating the gateway signage, trailway information stations, some of the road crossing safety signs, map signs and way-finding signs along the trail. The RFP is being put out to find a graphic designer who will complete the design work. This is only a small portion of the $25,000 grant, and the Commission is putting up $5,000 towards the effort. Most of the money will be used towards the production of the signs. Ms. Ford has talked to Ms. Kristen Wiltfang of Oakland County Planning, who provided a list of firms she feels the RFP should be sent to. Mr. Becker wonders if somewhere on the new signs it could be noted that the trail is Michigan’s first non-motorized rail-to-trail. He also mentioned there is an old sign recognizing the trail as the Millennium Legacy Trail, which is quite battered and unsightly. This sign should be updated. Mr. Ferriolo cautioned about too much verbiage on the signs. The trail map signs could be an appropriate place for the first rail-to-trail notation. Mr. Becker commented there are 11 new signs way-finding signs proposed showing local points of interest, and is concerned about over signage on the trail in general. We are trying to maintain the trail’s natural beauty, and too many signs make it look like something other than that. Mr. Ferriolo disagrees, and feels that communication is very important on the trail. An additional 11 signs appropriately placed to communicate information to trail users is very important. The signage adds to the amenity of the trail itself, and he is against limiting the way-finding signage. Ms. Gamage commented she’s on the subcommittee that is working on this, and is sure they will keep this in mind, because it has been the overall feeling of the Commission to keep signs to a minimum, yet still communicative. The subcommittee can bring something back to the Commission. Mr. Becker said once the Commission sees a more concrete proposal, we will have
a better idea on how to handle the issue. Ms. Steele added the Polly Ann Trail way-finding signs were recently changed, and some people bought the old signs. Ms. Ford indicated she’s already received requests from people wanting to purchase the old signs. Mr. Becker said the old signs could also be given to recipients of Recognition awards. Ms. Wiltfang said she helped out with the Clinton River Trail way-finding signage along their trail, and offered her assistance in this endeavor. In order to keep signage down, she tried to combine different elements. The road crossing signs have the name of the road, the community name, a map of the area as the way-finding information, so a lot of information is condensed into one sign. The mile markers indicate users are on the Clinton River Trail, but also part of the Iron Bell Trail, so the logos are built into the markers. The information kiosks also contain a lot of information. Ms. Wiltfang explained the Friends of the Clinton River Trail purchased the designs for the signs, and is not sure they can be shared.

MOTION by Blanchard, seconded by Stout, Moved, to approve and send out the RFP as written.
Ayes: All Nays: None
MOTION CARRIED.

MANAGER’S REPORT: In addition to the written report, Ms. Ford reported the construction on the bridge began yesterday. The closure is official and signage is up advising users they can’t go through that section. She has received a lot of calls and emails. She will be getting weekly updates and provided a list of proposed dates for the work schedule to the members. WCI has been selected as the contractor for the resurfacing project, but she has not received a revised construction administration proposal yet from Mannik Smith Group, but it’s expected soon. In regards to the Wilson Foundation grant, she spoke with them this morning, and they did not believe that the Foundation board would be receptive to providing any additional money. They suggested Ms. Ford reach out to the DNR to see if they have any discretionary funds beyond what they would be giving for an MNRTF grant – she did that today and received a message from the State coordinator for trails, indicating one of the staff members is on top of the issue and will be contacting her. The other option is to go back to the member communities to see if they would provide additional funds. Ms. Ford also indicated that some of the Wilson Foundation funding has been paid out to the Road Commission for the bridge project which a portion will be reimbursed by the Trust Fund grant for the resurfacing project. She is in touch with the Road Commission relative to invoices to make sure the Commission is being reimbursed in a timely manner. Mr. Blanchard suggested speaking with the Rochester Foundation to let them know the Commission is seeking additional funds – Ms. Ford will contact them. Ms. Gamage suggested a pop-up be included on the home page of the trail’s website to give a status of the projects. Ms. Ford indicated there is a construction update section on the website. It was suggested the list of proposed dates for construction items be posted, but it could cause issues if these dates can’t be adhered to. Ms. Ford is also going to develop a FAQ section for the website to provide answers to frequently asked questions. Ms. Olijnyk knows someone who may be able to help with putting the pop-up on the website. Mr. Stout asked if the Commission could be provided with a cost spreadsheet indicating where we began and where we are throughout the projects. Ms. Ford will try and provide this. She also indicated that Ms. Milos-Dale had asked the bridge construction manager if the Parks Commission could come to the site, which they were open to, so that could be coordinated for this Commission if members wanted. Mr. Ferriolo asked if the projects that were cut out of the resurfacing contract could be packaged into something that might be listed as trailway improvements for a future grant. Ms. Ford will look into this. The Foundation could also be approached at a future date for these improvements. The Master Plan survey is now available online, and an open house focus group meeting will be held on July 17th from 4:30-6:30; invitations will be sent to relevant groups. Mr. Ferriolo asked if a communication could be forwarded to previous advertisers of the Labor Bridge Walk to advise them the event has been postponed. Ms. Ford said they could work together on drafting a letter to previous sponsors.
COMMISSIONERS REPORTS: Ms. Russell apologized for being late, and advised that the trees removed at Dillman & Upton will be replaced by four trees in the fall from Rochester’s tree fund. Ms. Gamage also apologized for being a few minutes late and asked what happened with Item 7, Rochester’s Trailway Setback Ordinance. Chairman Becker indicated this was removed from the agenda because the McKenna representative could not be present for discussion, but will be on the July agenda. Ms. Russell said she is disappointed in that because this has been on City Council for months, directly affects the Commission and Council is voting on this item next Monday. It was her specific request that a representative be present to speak with the Commission. Ms. Ford stated McKenna called an hour before the meeting stating they had a conflict with attending. Ms. Russell wants to know what the Commission thinks about this. Mr. Van Agen commented that under section 2012, the definition of trailway is a very poor choice of wording for something that deals with setbacks. To him, it refers just to the old railroad bed structure and that is not what the Commission owns – we own much greater than where the trail is constructed. Ms. Russell added that Rochester owns that section as they did not sell it. Mr. Van Agen indicated that some of the photos show what the Commission owns, and this needs to be very clear. Mr. Becker interprets the language as meaning the setback is from the right-of-way, but Mr. Van Agen said that is not what the words say. The photo descriptions are much more descriptive than what the words say. Ms. Russell is very concerned, and feels Commission members should come to Monday’s meeting. Ms. Ford suggested legal counsel should look at this document. He doesn’t see the Commission driving this item. Ms. Russell has been asking that someone talk to the Commission because it’s going to impact us. She said the ordinance changes the zoning for buildings, so anything that could be built could be closer to the trail than we are used to. Ms. Gamage is also very concerned because the only reason you change something is that something is coming down the pipe. She noted this is the second draft of the document dated April 8th, and wishes Rochester or Ms. Russell had come to the Commission with this earlier. She is concerned about what the setback rules were before. There was also something in the document about removing the requirement for trailheads from certain developments, and she’s not sure that was the Commission’s intent. She believes what we wanted was not multiple access points for the same development. Ms. Gamage is happy they are coming next month to speak – but Ms. Russell said by that time, the vote could be over. Ms. Gamage asked if McKenna asked the Commission for input. Ms. Ford indicated they talked to her briefly about natural barriers; she responded we want to keep the trail as natural as possible. This is the first time she’s seen the documents. Ms. Gamage indicated they don’t define property, so when they explain it, they define it differently than what it says. The photos also define “so many feet from the edge of the trail” – but what are they defining as the trailway? She thinks we should write a letter to the Council to indicate the Commission would like to give formal input and we have questions about what is meant by the “trailway,” and would appreciate them looking into that before they make a decision. Mr. Ferriolo said the right-of-way is what the trail owns, but what is the strength of our request? Are they requests or do we have a formal statement that can be made based on our ownership of the trailway property? He would like Council to describe where the Commission’s rights are – because we may have no rights relative to what Rochester is doing. He wants to know what we can say in terms of a legal aspect, and what we can’t. Ms. Russell said Council will be voting on what this looks like as far as setbacks, and everyone who backs up to the trail has their opinion. We are just like any other property
owner, so another property owner will not bring their lawyer in – it’s important to write a letter saying setbacks are important, and that’s there’s confusion in the language, and request clarification so we know what they are looking for, and come to the meeting with our concerns. Chair Becker agrees and said no one can build on trail property; the right-of-way is protected, so they can’t build 40 feet off the center of the trail. The problem is the ordinance talks about setbacks from the property line. We can say we don’t want someone to build within 40 feet of our property line, but have no right to say what the setbacks will be in Rochester. We should write a letter to say the ordinance is unclear, the wording is unclear, the Commission has concerns, and the representative did not show up to explain our concerns, and ask for a delay.

**MOTION** by Gamage, seconded by Blanchard, *Moved*, to write a letter asking Council to table the discussion on the ordinance, until the Commission has their questions answered and concerns addressed.

Ms. Russell said the letter should say there is a discrepancy in the definition of property, so it has to be very specific of what the Commission is looking for. Ms. Wiltfang added that in the recommendation section of the ordinance, it includes elimination the Rochester Riverwalk, which is pretty key as this is the connection between the Paint Creek and Clinton River trails. Mr. Blanchard disagrees that people will know that public trailway means the public trailway property line, and the language needs to say 20 or 40 feet from the public trailway property line – this needs to be in the letter. Ms. Gamage said one of her questions about Riverwalk – are they talking about removing that from the new rules for setbacks or about removing the Riverwalk itself? This needs to be clarified. Chair Becker summarized the concerns is the lack of clarity of the proposed ordinance which is causing a lot of confusion and concern. Ms. Russell suggested the letter say because McKenna was unable to be present at our meeting, the request is to table the item because there are questions that need to be answered, and that the letter be provided to Council members at their meeting. It was also suggested the letter be forwarded to Commission members.

**Vote on the Motion:**
Ayes: All  Nays: None  

**MOTION CARRIED.**

**ADJOURNMENT OF REGULAR MEETING:**
*Motion* by Gamage, seconded by Russell, *Moved*, to adjourn the Regular Meeting at 7:40 p.m. and proceed to the Site Visit to the Lake Orion Trail Extension.

Ayes: All  Nays: None  

**MOTION CARRIED.**

**NEXT MEETING: July 16, 2019 at 7:00 p.m. – Rochester Municipal Offices**
Respectfully submitted,

__________________________  _______________________
MELISSA FORD, Trail Manager  HANK VAN AGEN, Secretary
The June 12, 2019, special joint meeting of the Paint Creek Trailways Commission (hereinafter “PCTC”) and the Charter Township of Oakland Parks and Recreation Commission (hereinafter “PRC”) was called to order at 6:00 p.m. in the main conference room of the Township Hall.

ATTENDANCE

PAINT CREEK TRAILWAYS COMMISSION

VOTING MEMBERS PRESENT:
   Linda Gamage, City of Rochester
   Kim Russell, City of Rochester
   Rock Blanchard, City of Rochester Hills
   Susan Bowyer, City of Rochester Hills (arrived 6:17 p.m.)
   Frank Ferriolo, Charter Township of Oakland
   Donni Steele, Orion Township
   Jeff Stout, Orion Township

NON-VOTING MEMBERS PRESENT:
   Hank VanAgen, Charter Township of Oakland

VOTING MEMBERS ABSENT:
   David Becker, Alternate, City of Rochester
   Robin Buxar, Alternate, Charter Township of Oakland

NON-VOTING MEMBERS ABSENT:
   Martha Olijnyk, Charter Township of Oakland
   Lynn Loebs, Alternate, City of Rochester Hills

OTHERS PRESENT:
   Melissa Ford, Trail Manager
   Chris Gray, Assistant Trail Manager

A quorum was present.
CHARTER TOWNSHIP OF OAKLAND PARKS AND RECREATION COMMISSION

PRESENT: Colin Choi, Chairperson
Henry VanAgen, Vice-Chairperson * Acting Chairperson this evening
Emily Barkham, Secretary
Craig Blust, Treasurer (arrived 7:03 p.m.)
Daniel Bukowski, Commissioner
Cathy Rooney, Commissioner
Daniel Simon, Commissioner

Melinda Milos-Dale, Director

ABSENT: None

A quorum was present.

PLEDGE OF ALLEGIANCE

Acting Chairperson VanAgen led the Commissioners, staff and those present in the Pledge of Allegiance to the flag of the United States of America.

PUBLIC COMMENT

Paint Creek Junction Park

Director Milos-Dale announced that the Board of Trustees passed a resolution at their meeting last night supporting the Michigan Natural Resources Trust Fund Development Project Agreement for this project, titled “Paint Creek Junction Park Northern Trailhead,” committing to appropriate the defined matching funds, and authorizing Supervisor Bailey to sign the project agreement, contingent upon the PRC’s recommendation, which will be considered later this evening.

REVIEW OF UPDATED BID RESULTS AND CONTRACT AWARD RECOMMENDATION FOR PAINT CREEK TRAIL RESURFACING/OBSERVATION DECK AND BEAR CREEK NATURE PARK RESURFACING

Kevin McDevitt, Project Manager, of Mannik Smith Group (“MSG”), was present. He stated that the resurfacing bids came in significantly higher than the engineer had estimated, and higher than what had been budgeted for this project. He went through the bids and removed items that can be accomplished later and that, if not done now, will not affect safety. Once these items were removed and the bids were recalculated, it changed the low bidder from Anglin Civil ($580,000) to WCI ($571,000).
Trailways Commissioner Ferriolo asked Mr. McDevitt if MSG could recommend one contractor over the other, noting that the bids amounts are very close. Mr. McDevitt looked at the “riskiest” line items in the bids and commented about whether or not he felt one or the other contractor may be more likely to go over the bid amount and into the contingency amount.

(Trailways Commissioner Bowyer arrived at this time, 6:17 p.m.)

Tom Maliszewski of WCI was present. He recalled that WCI has worked with Oakland Township’s PRC on numerous other projects. He commented that it is very difficult to break down a bid line by line, and rather that the bid should be considered in its entirety. Trailways Commissioner Bowyer asked why the bids were so much more than the engineer’s estimate. Mr. Maliszewski explained that the market has been very busy the last two years. Additionally, the amount of rain we received this year has made the market challenging.

**REVIEW OF SECURED PROJECT FUNDING**

Trailways Commissioner Stout inquired about the contingency amount. Mr. McDevitt said the typical contingency amount is 10 percent. Director Milos-Dale noted that, in that case, the $45,000 contingency amount we have budgeted is not enough.

Commissioner Ferriolo said he feels we need to move forward with this project, which we have needed to accomplish for some years. He acknowledged that prices keep increasing, and urged the Commissioners that we need to move forward with this initial phase. Next year we can look at the list of items we are pulling from the bid now and consider which ones we want to do. He added that he is very thankful to the Ralph C. Wilson, Jr. Foundation for providing such generous funding for this project.

Trailways Commissioner Blanchard wondered if we are obliged to accept the low bidder. The Commissioners and Mr. McDevitt did not know. Director Milos-Dale suggested that any approval this evening be contingent upon review and approval by our attorney.

Commissioner Blanchard noted that we received an email from Cody Blunt of Anglin Civil indicating there may be other ways to decrease the total cost of the project. Mr. Blunt was present and explained that he and the owner of the company had sent that email together but from Mr. Blunt’s email address. He said the owner does have ideas that he wants to speak with the engineers about. Mr. Blunt explained that he has only been with the company for two months, and apologized for not being able to provide more detail at this time.

Trail Manager Ford shared a list of other projects that Anglin Civil has done in the area.

Director Milos-Dale commented that, while WCI has worked on projects for the PRC, they consistently run over the bid amount.
The Commissioners and staff discussed how we can come up with the additional monies for this project. They looked at the amount set aside for construction administration. While the proposal is for $50,000, Mr. McDevitt said he believes the actual cost will be less once there is an understanding of exactly how much on site supervision is required.

Commissioner Russell from the City of Rochester said it will be very difficult for her to ask her municipality to put in more funding. The City of Rochester has the smallest portion of the Trailways, but it is very heavily used. Further, projects that they had hoped to be completed (the stairs at Dinosaur Hill Nature Preserve, the observation deck, and the entrance to the parking lot) are now being removed from the bid. Mr. McDevitt clarified that these projects were not part of the original scope of this project but rather were added in with the hope of obtaining better pricing.

Commissioner Steele said she feels it is necessary to move forward with the resurfacing project, even if municipalities have to contribute more money. There was a 5K run in Orion Township over Memorial Day, and the trail was muddy, slippery and dangerous. She expressed that if we wait, the trail may deteriorate more and resurfacing will become more costly. Further, she is concerned about the liability of an unsafe trail surface.

Trailways Commissioner Blanchard asked if anyone had checked references for the contractors. Mr. McDevitt responded that this is not the responsibility of MSG. Mr. Blanchard said we need to check references.

Commissioner Ferriolo returned to the issue of funding. He suggested that the Trailways Commissioners approach their respective boards about the possible need for additional funds. Further, he suggested that we contact the Ralph C. Wilson, Jr. Foundation and ask if they would be willing to provide additional funding to accomplish the items we have had to pull from the bid.

Commissioner Ferriolo continued that he understands the City of Rochester’s position as presented by Commissioner Russell. He supports these projects and wondered if we could seek a grant to accomplish them in the future.

Commissioner Rooney commented that it would be very helpful to know what funding we have available so that we can decide how to move forward.

Commissioner Stout inquired about when the “drop dead” date is when we must start the resurfacing project. Project Manager Mr. McDevitt said the completion date was extended to December 2019. He added that the bridge replacement project will not be done until the end of September, and the resurfacing aspect can either be done before or after that. Mr. Blunt of Anglin Civil suggested that it might be an option to start the project later in the season, noting that the contractors are very busy at this time and are often looking for work in the fall. He felt confident that the project could still be accomplished this year. Mr. Maliszewski had a different opinion, stating that the rain has made it very difficult to work, and he suggested that
the project commence sooner than later; the fall can be backup time to complete the project if it is delayed, or can be a time to clean up the site.

PRC Commissioner Barkham pointed out that the bids will expire soon, so she felt we need to make a decision this evening.

**PARKS AND RECREATION COMMISSION: REVIEW AND RECOMMENDATION OF BEAR CREEK RESURFACING CONTRACT AWARD**

Director Milos-Dale reviewed a chart she prepared showing the projected costs for the Bear Creek Nature Park resurfacing aspect of the project. These include both the actual construction costs and the construction administration costs. Commissioner Bukowski noted that we will need to add a contingency amount to the construction costs. Ms. Milos-Dale stated that we had budgeted $25,000 for the construction costs, but WCI’s bid was $63,975. She added that, if the PRC wishes to recommend approval of a contract, the motion would need to be made contingent upon the Board of Trustees approving an increase in this capital line item.

Chairman Choi suggested and the PRC Commissioners concurred that we defer any decision on this matter until the Paint Creek Trailways Commission decides if and how they want to award the contract for the Trailways resurfacing.

**PAINT CREEK TRAILWAYS COMMISSION: AWARD OF CONTRACT FOR PAINT CREEK TRAIL RESURFACING, PAINT CREEK TRAIL OBSERVATION DECK, BEAR CREEK NATURE PARK RESURFACING**

(PR C Commissioner Blust arrived at this time, 7:03 p.m.)

The Commissioners and staff discussed what should be under consideration at this time. They agreed that the observation deck aspect should be eliminated at this time. Further, they agreed that the Bear Creek Nature Park resurfacing aspect will be contingent upon the PRC’s approval of this work.

MOVED BY FERRIOLO, SECONDED BY BOWYER, to approve the Paint Creek Trailways resurfacing project with the elimination of the observation deck aspect of the project (an alternate bid), and with the understanding that the Bear Creek Nature Park resurfacing aspect will be contingent upon approval by the Parks and Recreation Commission, and to award the contract for this work to WCI based on the bid amount of $635,596, or $571,621 if the Parks and Recreation Commission decides to not pursue the Bear Creek Nature Park resurfacing.
Discussion on Motion:

Trailways Commissioner Stout asked if we should go to our local boards and get their approval for this. Commissioner Steele said she feels the contingency amount should largely cover the expected cost.

Vote on Motion:

MOTION CARRIED UNANIMOUSLY.

PRESENTATION OF PAINT CREEK TRAIL RESURFACING CONSTRUCTION ADMINISTRATION PROPOSAL

Project Manager McDevitt reviewed the proposal from Mannik Smith Group for construction administration of the resurfacing project. He stated that the amount will likely decrease once there is a better understanding of MSG’s responsibilities; he can return later with a revised bid.

PAINT CREEK TRAILWAYS COMMISSION: ACCEPTANCE OF PAINT CREEK TRAIL RESURFACING CONSTRUCTION ADMINISTRATION PROPOSAL

MOVED BY STOUT, SECONDED BY STEELE, to award the contract for the Paint Creek Trail Resurfacing Construction Administration to Mannik Smith Group in an amount not to exceed $45,000, and to encourage MSG to minimize this amount.

Discussion on Motion:

Trailways Commissioner Russell said she feels we will be awarding this contract to MSG because we feel we must. However, she advised that she will vote “no” because we have had so many problems with the bidding of this project. This has cost us so much extra time and money, and she feels this was not acceptable.

Commissioner Blanchard asked Mr. McDevitt how much he expects the contract will go down. Mr. McDevitt responded that he did not write the proposal. However, he said he estimates it will end up being approximately $45,000.

Vote on Motion:

AYES: Blanchard, Boyer, Ferriolo, Gamage, Steele, Stout
NAYS: Russell
MOTION CARRIED.
PROGRESS REPORT ON PAINT CREEK TRAIL BRIDGE 33.7 RENOVATION PROJECT

Mr. McDevitt stated that the contractor will begin removal of the existing bridge next week. They are timing the construction of the abutments to coincide with when the bridge fabrication will be complete. At this time, the bridge fabricator has indicated that the bridge will be delivered at the beginning of September, and installation should be complete by the end of September.

The Commissioners questioned if we will run into a problem with the MDNR requirement that the creek not be disturbed after October 1st due to the brown trout. Mr. McDevitt said the contractor is aware of this and that it should not be an issue.

Commissioner Blust said he is very concerned about the progress of this project. He asked MSG to provide weekly updates starting now. The updates should be in Excel format, and should break down the “milestone” steps of the project (e.g., a certain aspect of the project is X% complete). Mr. McDevitt said he will provide a summary report tomorrow, including a schedule. The report will also indicate how much leeway is in the schedule. Commissioner Blust explained that the Trailways Commission and the PRC need to be kept informed of the status of the project before we encounter a problem.

ADJOURNMENT BY PARKS AND RECREATION COMMISSION

MOVED BY BUKOWSKI, SECONDED BY SIMON, there being no further business before the Parks and Recreation Commission, to adjourn the meeting at 7:26 p.m.

MOTION CARRIED UNANIMOUSLY.

PAINT CREEK TRAILWAYS COMMISSION INTERIM TRAIL MANAGER, PRELIMINARY DISCUSSION

Trail Manager Ford is expecting a baby and will be on maternity leave for between six and eight weeks this summer. The Commissioners discussed hiring someone to serve as Interim Trail Manager while she is gone. They discussed two candidates for the position. Commissioner Gamage said she is also willing to assist.

MOVED BY BOWYER, SECONDED BY FERRIOLO, to hire Brian Marzolf as Interim Trail Manager, with the understanding that details of the position must be worked out.

MOTION CARRIED UNANIMOUSLY.

The Commissioners agreed that they will ask Mr. Marzolf to attend the June 18th meeting. Trail Manager Ford noted that Chairperson Becker has asked that the meeting start at 6:30
p.m. on that date. At that meeting, the Commissioners and Mr. Marzolf need to come to an understanding regarding the number of hours per week that he will work, the projected number of weeks, compensation, expectations, etc. Commissioner Gamage expressed concerns about how this will impact the budget.

After further discussion, it was agreed that Trail Manager Ford and Assistant Trail Manager Gray will develop a proposal for the Trailways Commission to consider at their June 18th meeting, and to invite Mr. Brian Marzolf to attend that meeting.

**CONSIDERATION OF CANCELLATION OF LABOR DAY BRIDGE WALK**

MOVED BY BOWYER, SECONDED BY STEELE, to postpone the Labor Day Bridge Walk event along the Paint Creek Trailways until next year when the bridge replacement and trail resurfacing projects are complete.

Discussion on Motion:

Commissioner Ferriolo said he would like to send our sponsors a letter explaining why we will not be offering the event this year.

The Commissioners discussed involving the Friends of Paint Creek in this event next year.

Vote on Motion:

MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT BY PAINT CREEK TRAILWAYS COMMISSION**

MOVED BY BLANCHARD, SECONDED BY GAMAGE, there being no further business before the Paint Creek Trailways Commission, to adjourn the meeting at 7:52 p.m.

MOTION CARRIED.

Respectfully submitted,

Ingrid R. Kliffel
Recording Secretary
# Paint Creek Trailways Commission
## Treasurer's Report - Flagstar Bank
### June 2019

<table>
<thead>
<tr>
<th>Balance: 1-Jun-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Balance</td>
</tr>
<tr>
<td>Outstanding Checks (3334,3338,3339)</td>
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<table>
<thead>
<tr>
<th>Revenues:</th>
</tr>
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<tbody>
<tr>
<td>Oakland Twp. - Reimbursement for Mannik Smith Group</td>
</tr>
<tr>
<td>Orion Twp. - Temporary Permit Orion Memorial 5k</td>
</tr>
<tr>
<td>Linda Gamage Griggs Street Book Group - Adopt A Trail fee</td>
</tr>
<tr>
<td>Kings Cove Association - Adopt A Trail fee</td>
</tr>
<tr>
<td>Dutton Farm - Adopt A Trail fee</td>
</tr>
<tr>
<td>Mike Morgan Hanson's OPD - Adopt A Trail fee</td>
</tr>
<tr>
<td>Bonnie Witcapek Lake Orion HS Robotics Team - Adopt A Trail fee</td>
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<tr>
<td>Conserve Create - Adopt A Trail fee</td>
</tr>
<tr>
<td>Oakland Univ. Men's Soccer Team - Adopt A Trail fee</td>
</tr>
<tr>
<td>Interest Income - June 2019 interest income</td>
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<tr>
<td><strong>Total Revenues</strong></td>
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<table>
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<tr>
<th>Expenditures:</th>
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<tbody>
<tr>
<td>3340 - Chase Card Services - Credit Card Purchases</td>
</tr>
<tr>
<td>3341 - Mannik Smith Group - Bridge 33.7 Construction Admin.</td>
</tr>
<tr>
<td>3342 - Melissa Ford - Reimbursement for office supplies, postage</td>
</tr>
<tr>
<td>3343 - Oakland Twp. Parks &amp; Rec - 2019 2nd Qtr. Wages/FICA</td>
</tr>
<tr>
<td>3344 - Sandi DiSipio - May 2019 Recorders Fees</td>
</tr>
<tr>
<td>3345 - Zero Waste USA - Pet waste bags</td>
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<td><strong>Total Expenditures</strong></td>
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<table>
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<tr>
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<tbody>
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</tr>
<tr>
<td>Outstanding Checks (3339, 3344)</td>
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<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

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**TRAILWAYS COMMISSION BALANCE** $ 122,286.28

Signed By:  
Trailways Commission Treasurer  
Trail Manager

Date: 

---

17
CHARTER TOWNSHIP OF ORION
OAKLAND COUNTY, MICHIGAN

IN COOPERATION WITH
MICHIGAN DEPARTMENT OF TRANSPORTATION
AND
FEDERAL HIGHWAY ADMINISTRATION
EAST CLARKSTON ROAD PATHWAY
FROM
LAPEER ROAD TO PAINT CREEK TRAIL

MDOT CONTROL SECTION: TA 68000
MDOT JOB #: 294888A

PROJECT AREA

LOCATION MAP
N.T.S.

APPLICATION DATE
PERMITS
APPROVAL DATE
9/3/2018
MDOT PERMIT
9/3/2018
WEED JUNK TREAT
11/12/2018
12/21/2018
WEED JUNK TREAT
3/2/2019
12/22/2018
JUNK TREAT
3/2/2019

CHARTER TOWNSHIP
ORION TOWNSHIP

CHRIS BARNETT
• SUPERVISOR

PENNY S. SHULTS
• CLERK

DONNI STEELE
• TREASURER

BRIAN BIRNEY
MIKE FLOOD

JULIA DALRYMPLE

JOHN M. STEIMEL
• TRUSTEE

PREPARED UNDER THE SUPERVISION OF:

OHM
Advancing Community

Prepared By:

Registration No.

DATE OF REVISION:

10/25/18

1 OF 27
Memorandum

TO: Blaine Wing, Manager
    Nik Banda, Assistant Manager

FROM: John Jackson, AICP
       Vidya Krishnan

SUBJECT: Trailway Setback – Second Draft

DATE: April 8, 2019

During the City Council’s discussion of the trailway setback ordinance, they directed us to reach out to the Friends of the Clinton River Trail and the Paint Creek Trailways Commission. In addition, we reached out to the Michigan Trails and Greenways Alliance. None of these organizations had specific recommendations for setbacks. In fact, they shared a number of stories of existing encroachments into the trailway property itself.

In the following proposed zoning language, we suggest that OTR and industrial buildings be setback a minimum of 40 feet from the trailway property and that the 20 feet immediately adjacent to the trailway property include a naturalize buffer. This will ensure that the naturalize character of the Clinton River Trail and Paint Creek Trail is maintained and enhanced.

Both the Paint Creek Trailways Commission and the Clinton River Trail have a process in place for reviewing access to the trails. In both cases they recommend developing trailheads over providing individual access points to the trailways.

RECOMMENDATION
Based on the feedback from the trailway organizations, City Council and the Planning Commission, we have revised the proposed ordinance. The changes include eliminating the Rochester Riverwalk and the requirement for developments to provide direct access to the trails. we recommend the following proposed language be added to the City’s Schedule of Regulations:

SEC. 2012. – PARCELS ABUTTING PUBLIC TRAILS.

(A) Definition. For the purpose of this section “trailway” shall refer to the property on which the actual trail is constructed.

(b) Any building located in single, multiple, or mixed residential districts shall be setback a minimum of 25'-0” or the required yard setback for that district, whichever is greater, from a public trailway of the Paint Creek trail or the Clinton river.

(c) Any building located in the OTR (former RP), or industrial districts shall be setback a minimum of 40'-0” from a public trailway of the Paint Creek trail or the Clinton River Trail. Development within the OTR or industrial districts shall provide a 20-foot-wide naturalized buffer along the trailway consistent with the requirements of sec. 2804(e)(5). Screen Wall.
(d) Any building in any other zoning district shall be setback a minimum of 20’-0” to a public trailway of the Paint Creek Trail or Clinton River Trail.

(e) Any access to a public trailway must be reviewed by the appropriate trailway organization for compliance with best practices including proximity and design of trailheads prior to final site plan approval.

We will be in attendance at the April Planning Commission meeting to discuss the proposed trailway setback ordinance in more detail.
Potential Nonconformities From Trail Setback
City of Rochester, Michigan
April 24, 2019

Sources
Base map source: Access Oakland, 2019
Data source: McKenna 2018

Scales vary

704 Woodward  Zoned I-1. Approx. 13 ft. from property line, 78 ft. from edge of trail.

607 Woodward  Zoned I-1. Approx. 12 ft. from property line, 80 ft. from edge of trail.

210 Campbell  Zoned I-2. Approx. 0 ft. from property line, 58 ft. from edge of trail.

177 Albertson  Zoned R-1. Approx. 20 ft. from property line, 87 ft. from edge of trail.
Dear Mr. Carrio,

I am writing on behalf of my friend Kristina Moutrie whose husband David was a member of the Friends of the Paint Creek Trail. Upon his death in 2012 a memorial fund was created in his honor and $3010.00 was donated. Kristina received a letter from Kristen Meyers acknowledging this amount and her intention to contact the Commission to approve a plan that might include an interpretive display in David's honor.

Since that time Kristina has not been contacted and one son has moved to Colorado, her other son will soon be moving to Chicago and Kristina has moved from the family home in Rochester to Indian River. The lack of closure around the donation and the intention to create something in David's honor is painful. She asked me if I would take action on her behalf.

Would you please contact Kristina and give her an update on any progress that has been made. Are the funds that were donated, $3010.00, still available? We would appreciate an update. I am a Rochester resident if I can help with closure for this process.

Holly Mac Mahon  charlottesweb2545@yahoo.com
Kristina Moutrie   kcmoutrie@yahoo.com
Applicant Data

Please provide the following information, completing each item fully and explaining or expanding as necessary.

Name of Person or Firm:  
Bill Carr Signs

Address: 719 W. 12th St. Flint, MI 48503

Contact Person & Title:  
Aaron Hinman (Sales / Safety)

Telephone Number: 810-232-1569  Ext 210

FAX Number: 810-232-10879

Email: aaron@billcarrsigns.com

Year Firm was Formed: 1919

Conflict of Interest.
Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal?

   Yes    ☒ No

If yes, please explain:

N/A

Page | 6

Aaron Hinman 6/28/19
June 28th

Bill Carr Signs would like to offer our services to Paint Creek Trailways Commission. We are the oldest sign company in the City of Flint. We have been serving the City of Flint, and the surrounding areas since 1919. We offer custom fabrication, professional installation, as well as prompt sign & lighting service. We have 350+ years of sign experience amongst our fabricators, sign installers, and service technicians.

We hope you find the examples of our work to be unique, creative, and professional. Our team of in-house designers start with your ideas and bring them to life on paper using their experience, expertise, and our custom design programs. From the design process, your project will go into the hands of our experienced sign fabricators. This is where the sign takes shape and is made from scratch, in house, using aluminum or steel construction. This includes the fabrication, lighting, painting, and the vinyl application of the signage. From this point our licensed and experienced sign installers step in to finish the project with a prompt and professional installation of the signage.

We are a true full-service sign shop; from design, to fabrication, to installation. We have served Michigan for 100 years in the sign industry and look forward to 100 more! We appreciate you taking the time to learn about Bill Carr Signs. We look forward to working with you on your next signage project!

Aaron Hinman
Sales / Safety Coordinator
aaron@billcarrsigns.com
810-232-1569 EXT 210
810-447-9120 (Mobile)
QUALIFICATIONS:

"Sign Hangers" License:
Bill Carr Signs is a full-service sign shop. Our installers as well as fabricators hold current and up to date "Sign Hangers" licenses. Our licensed workers take update courses every (2) years to keep their credentials.

OSHA 30
Our lead fabricators and installers hold OSHA 30 certifications. This is a 30-hour training with an OSHA representative. This is a lifelong license.

CPR / AED
Our team has been trained in CPR / AED training through the American Red Cross. Their licenses last for up to (2) years.

CDL (Commercial Drivers Licenses)
Our installers hold current and up to date CDL licenses for the state of Michigan. This included up to date medical cards for MDOT.

Our company handles jobs as little as $100 up to projects over $100 thousand. Our sales team is trained in the sign industry and have held positions either in fabrication, installation, or purchasing before moving to sales. This allows for our sales team to have a better attention to detail and truly know what they are looking for when quoting projects. Our designers are highly skilled in their trade and have mastered the design programs used in our industry. Our lead designer has been in the industry since hand drawn sketches were used to present to the customer. You will not find a more skilled and experienced group of sign specialist. Our installers and fabricators have a lifetime of experience in our industry. Safety is our focus and from that point it is completion of any project in a timely and professional manner. You can read a complete bio of our entire crew on our website at www.billcarrsigns.com.
**Request for Taxpayer Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

<table>
<thead>
<tr>
<th>Part I</th>
<th>Taxpayer Identification Number (TIN)</th>
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</thead>
<tbody>
<tr>
<td>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter. |

<table>
<thead>
<tr>
<th>Part II</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under penalties of perjury, I certify that:</td>
<td></td>
</tr>
<tr>
<td>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</td>
<td></td>
</tr>
<tr>
<td>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</td>
<td></td>
</tr>
<tr>
<td>3. I am a U.S. citizen or other U.S. person (defined below); and</td>
<td></td>
</tr>
<tr>
<td>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</td>
<td></td>
</tr>
</tbody>
</table>

**Certification instructions:** You must cross out item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later. |

**Sign Here**

<table>
<thead>
<tr>
<th>Signature of U.S. person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>1-24-2019</td>
</tr>
</tbody>
</table>

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments:** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), Individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes

Sign Specialty Contractor License

JEREMY ELFSTROM
PO BOX 7340
FLINT, MI 48507

License No: 63063102
Expiry Date: 12/31/2022

This document is duly issued under the laws of the State of Michigan.
REFERENCES:

SAMSUNG SDI AMERICA
Jim Jordan – Facilities Coordinator
4121 N. Atlantic Blvd.
Auburn Hills, MI 48326
(810)-772-8497
Jim.jordan@samsung.com

GISD (GENESEE INTERMEDIATE SCHOOL DISTRICT)
Karl Lang – Assistant Director of Operations
5081 Torrey Rd
Flint, MI 48507
(810)-955-0602
klang@geneseeisd.org

GENESEE VALLEY CENTER
Cindy Frohriep – Marketing Manager
3341 S. Linden Rd Suite G
Flint, MI 48507
(810)-720-4228
cfrohriep@spinosoreg.com
UNIVERSITY OF MICHIGAN (FLINT)
Ryan Craven – Architect / Facilities Operation
303 E. Kearsley St.
Flint, MI 48502
(810)-406-6541
cravenr@umflint.edu

GENESEE COUNTY PARKS
Hollie Marlett – Marketing Assistant
5045 E. Stanley Rd
Flint, MI 48506
(810)-736-7100 EXT 827
parkswebteam@gcparks.org
CONCEPT PLAN:

Our team of graphic designers has been in the business of branding companies for years! The awesome thing about our designers is that they take your ideas and bring them to life. The sign industry is unique because there are so many avenues and mediums that you can use to advertise and market your company. Our team has seen them all. We know what will work and what might need a tweak when it comes to your specific branding or logo. Whether you already have a branding, or if you are coming in with an idea written on a napkin, we are here to help bring it to life.

Upon scheduling a time to meet with our sales team / designers, we will discuss what type of signage you need. This is where we our experience and your needs come together. Our designers will come up with several mockups to review. Once the customer has approved the artwork, production can begin. All artwork is the property of Bill Carr Signs until you move forward with the project.

Once the project in put in process, our sales team does all the permitting for the project. Once permitting is cleared, our fabricators begin the production of the signage. As the installation date nears, MissDigg will be called to clear any underground utilities near the placement of the signage. Once the sites are clear, we schedule the installation of the signage.

FEES

Design Time - $90/hour

Estimate – (32) hours x $90 / hour = $2880.00 in design cost.

*If you decide to go with Bill Carr Signs for the design, manufacturing, and installation of the signage, we will waive the design cost.
APARTMENTS
TOWNHOMES
RETAIL SHOPS
PARKING

24.00'

24.00'

48.00'

30.00'

6.00'

24.00'

MP 3861.4

MP 5633.4

Metallc
Chocolate Bronze

Metallc
Bullet Bronze

Material:

Aluminum

Structure:
Z Aluminum Tee Frame

Double of Single Side Directional Sign

Decoration: Digital Print UV Laminated

Finishes: 035 Aluminum

Part Colors: MP5633.4 Chocolate Bronze Metallc, MP3861.4 Bullet Bronze Metallc
MARKET PLACE: (Example A)

Customer: Not Disclosed
Year(s): 2019 – Current Project
Contract Value: $75,000 +/- depending on final signage agreement
Work Performed: Proposed signage for newly renovated parking structure in the city of Flint. This is a large-scale signage project ranging from non-illuminated directional signage to illuminated wall signage. We have been awarded the contract and are in the final stages of the design process with the customer.

BOB YOUNG (Young's Environmental): (Example B)

Customer: Bob Young
Year(s): 2016
Contract Value: $14,700.00
Work Performed: We designed, fabricated, and installed this archway with non-illuminated signage attached. This was designed as a rustic arch, so we used large diameter braided rope to give it a western appeal. The signs were attached to wood post and mounted into a cement foundation.
Genesee Intermediate School District (GISD): (Example C)

Customer: GISD – Genesee Intermediate School District
Contact: Karl Lang
(810)-955-0602
klang@geneseeisd.org
Year(s): 2019
Contract Value: $16,200.00
Work Performed: We designed, fabricated, and installed the following (4) directional signs. We had to match existing vinyl copy and paint color of existing directional signage at the school. We also acquired all the permitting for the project.

Aaron Hinman (Sales / Safety Coordinator)
**Applicant Data**

Please provide the following information, completing each item fully and explaining or expanding as necessary.

**Name of Person or Firm:** Landscape Architects & Planners, Inc.

**Address:** 809 Center St., Suite 1, Lansing, MI 48906

**Contact Person & Title:** Robert Ford, President

**Telephone Number:** 517-485-5500

**FAX Number:** 517-485-5576

**Email:** info@lapinc.net

**Year Firm was Formed:** 1994

**Conflict of Interest.**
Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal?

___ Yes  

 X No

If yes, please explain:
July 9, 2019

Melissa Ford, Trail Manager
Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306
Phone: (248) 651-9260
Fax: (248) 601-0106
Email: manager@paintcreektrail.org

Re: Paint Creek Trailways Commission – Signage Design Services

Landscape Architects and Planners, Inc. (LAP) is excited for the opportunity to respond to your request for proposal to supply the Paint Creek Trailways Commission (PCTC) with signage and wayfinding design. Please accept this proposal to provide the PCTC with the professional staff needed to evaluate and recommend planning and design actions for the Paint Creek Trail Signage.

LAP had the opportunity to collaborate with the Friends of the Clinton River Trail in 2009. This project included not only the creation of gateways to the trail system, new trail logos, decorative bollards, and landmarks placed throughout, but also multiple design ideas for directional and informational signage to encourage the trail’s visitors to protect and respect the trail’s fragile and beautiful ecosystems. Multi-dimensional signs/posts were artfully created to illustrate the previous “Railroad Easement” but also the natural character of the area.

In 2007, the Lake County Enterprise Community and FiveCAP, Inc. worked with LAP to produce a marketing plan that upon implementation redesigned the basic vehicular signage, redeveloped the County’s logo and signage for both the downtown and cultural centers, and provided directional and informational signage for the county entries and specialized areas. Lake County’s rich African American history provided the inspiration for signage to blend the past and present and inform visitors and locals of the opportunities granted today through the cultural attributes of the past. LAP provided the design and coordinated the installation of signs/wayfinding at the four entries to Lake County (M-37 and US 10), village signs along US 10, and interpretive signs for the Idlewild Historical Community Center, Baldwin and Chase.

LAP has worked with numerous communities throughout Michigan to develop wayfinding signage. Arenac County retained LAP to re-imagine their overall wayfinding signage to represent the county as a serene destination on North Saginaw Bay. LAP provided the county with a new logo and signage varying from pedestrian and wayfinding signs to direct vehicular traffic using multi-destination signs. The overall themes included integrating humans with nature, wildlife, and incorporating aquatic colors.

Roscommon County, home to three of Michigan’s largest inland lakes, aspired to utilize aesthetic signage to direct the numerous tourists to their vacation destinations. This included highway vehicular signs, gateways to welcome tourists into the community, and “you are here” signs to help the visitors orient themselves. LAP responded to the needs of the client by using natural colors/materials, and forms to blend into the serene settings creating visually appealing signs engaging the visitor in a unique and prescribe manner.
Wayfinding extends beyond signage, it is a full marketing tool to inform visitors and locals alike of destinations and guide them to activities. A frequent partner of LAP, Harbor Country Trails hosted an open event to utilize the trails and raise funds. LAP provided graphic design services to create the “flyers” and utilize the Trail’s colors, fonts, and pictures to create a brand for the project early in the process, entitled “The Red Arrow Linear Park”. The Red Arrow was a World War II battalion that helped defeat the German Army and was regionally known and cherished by the people who supported this group in SW Michigan. Branding is a culturally induced and an integral part of the way LAP provides “Wayfinding”.

Most recently, LAP created a series of interpretive signs for Scott Park and the Lansing Board of Water and Light Central Substation located on the SW corner, of S. Washington Street and Malcom X, otherwise known as the service drive for I-496 in Lansing, MI. These signs take the visitor through a time walk by illustrating the development of the automobile in the United States as well as the men and women that created these machines. Other signs interpret the local watershed, clean energy for tomorrow, and adjacent historical landmarks. The unveiling will occur on July 10, 2019 with the mayor of Lansing and the CEO of LBWL.

Additionally, LAP has worked with communities such as Mt. Pleasant and New Buffalo to redesign streetscapes, including; signage, wayfinding, lighting, landscapes, walkways, and business facades for downtowns to create attractive, aesthetic and safe environments that support a theme and promote local businesses.

LAP is pleased for the opportunity to be considered for this project and look forward to working with you and the Paint Creek Trailways Commission.

Sincerely,

Robert Ford, RLA
President
PROJECT UNDERSTANDING
Landscape Architects & Planners, Inc. (LAP or Consultant) understands the Paint Creek Trailways Commission (PCTC or Client) would like to develop/enhance its signage program. This would include: (5) Gateway signs with reference to the Iron Belle Trail Network; (2) Iron Belle Trailhead information areas; (36) Road crossing/Safety signs; (11) Map signs and (11) Wayfinding signs.

LAP also understands it may submit up to three designs for a new, or alternate Paint Creek Trail logo for consideration by the Commission. These logos, and new branding ideas must help promote the Commission’s mission:

“The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the ecological integrity of the Paint Creek Trail for the enjoyment of present and future generations.”

The signs will form an ensemble so as to maintain consistency and uniformity. They will also be cost effective, low maintenance, and compatible with the natural environment of the trail. Design details will also include installation locations, AASHTO, MUTCD, and ADA requirements will be used where, and if, applicable.

MANAGEMENT PHILOSOPHY
LAP operates on a strong project manager philosophy. Robert Ford is the principal of the firm and will be your project manager. He has the authority to control the project in its entirety. This allows continuity throughout the project and provides the client with one person as the sole point of contact for communication, decisions and scheduling purposes. He will be involved in most meetings and be aware of all correspondence throughout the course of the project. It will be the responsibility of Mr. Ford to coordinate the work efforts within the PCTC’s time schedule. Nick Wallace will play a key role in developing the graphic compositions and working with the committee who will be directly involved on your project. Other LAP staff members will assist with production and specifications.

APPROACH TO THE PROJECT
LAP will schedule an initial project orientation meeting and invite all stakeholders to introduce the project and establish individual objectives and identify requirements. Based on the information gathered from this meeting, LAP will then work to generate multiple design concepts by providing new innovation and creative approaches to your project.

LAP will then meet with all stakeholders to present the concepts and build a consensus as to which concepts will be further developed.

WORK PLAN
The work plan generally outlines the level of work to be accomplished and the sequential tasks. The broad categories indicated will be used to describe the process and to acknowledge completion of necessary planning milestones. The following reduces the major planning categories into defined work tasks:
TASK 1: ORIENTATION (1 Meeting)

1. **Orientation Meeting.** The Consultant will meet with members of the PCTC to discuss the project approach, review time schedules and review previous planning efforts.

2. **Inventory.** The Consultant will gather any background information necessary to effectively develop design concepts. These include, but are not limited to maps, studies, GIS data, photos, etc. No topographic information, easement acquisitions or boundary surveys are anticipated for this project. The Client will determine the final site locations and individual placement and orientation of the signs.

3. **Summary.** The Consultant will generate a summary memo following the orientation meeting to distribute to the PCTC for their records verifying scope and direction.

TASK 2: CONCEPT DESIGN

1. **Concept Design.** With guidance from the PCTC, the Consultant will generate examples for the signs and put together presentation boards for use as a “visual preference” and consensus building tool to be used with the stakeholders. These prototype signs will include: Purpose, Message, Size, Typography, Color, Structural Supports (posts), etc. The content (text for each sign) will be the responsibility of the Client. LAP will design the “prototype” for each type of sign in the ensemble or sign hierarchy and establish the sign standards for each sign group (Gateway, Road Crossing, Kiosk and Wayfinding Signs). Should the Client wish each sign to be depicted literally with text and maps, logo etc., (65 signs in all) **this work will be an added fee to be determined once the concepts are established and approved by the Client.** The Consultant will be responsible for creating one sign for each category as a sample, which will consist of the logo, its orientation, text, border, etc., for each sign group (Gateway, Road Crossing, Kiosk and Wayfinding Signs). The map for each sign will be updated by the Client and provided to the Consultant. The Consultant will place the updated trail map within the new sign. “You are Here” points will be the responsibility of the Client as well as any updates to the map itself. **The Consultant will be willing to update the trail maps as well as the “You are Here” points, as an additional cost since we cannot determine how much time and effort will be necessary from the RFP.**

2. **Probable Costs.** LAP will produce an opinion of probable costs, based upon previous work efforts, for the quantity and production of each sign.

TASK 3: CONSENSUS BUILDING (2nd Meeting)

1. **Stakeholder Meeting.** The Consultant will schedule a meeting and invite all stakeholders to present signage/wayfinding examples and ask each to select a design or offer suggestions on improvement. At this meeting we will discuss the existing sign ordinance and any changes that might be required to maximize the impact of the PCTC’s wayfinding project. We shall also include any special requests such as: color coding of the signs, size requirements, text style and size of fonts and overall design composition for each sign group/category.

2. **Summary.** The Consultant will generate a summary memo following the stakeholder meeting to distribute to the PCTC and will refine the preliminary design.

TASK 4: FINAL APPROVAL

1. **Approval.** The Consultant will electronically submit the sign package for final review and approval to the PCTC. Any and all changes will be made according to regulations and/or the PCTC’s final preferences. If needed, a second submittal will be provided for final review.
TASK 5: REPORT

1. **Report.** LAP will take the feedback and modify the signage/wayfinding sign ensemble as needed, after which a report will be generated defining the following items:
   a. Sign Ordinance parameters and/or recommendations to modify the existing sign ordinance
   b. Design Standards for the Paint Creek Sign groups
   c. Approximate locations for sign placement (specific locations by Client)
   d. Probable costs per sign in order of affordability (least to most expensive)

THE PROJECT TEAM

<table>
<thead>
<tr>
<th>TITLE</th>
<th>KEY STAFF</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Robert Ford</td>
<td>Mr. Ford will be the person in charge of the project. He will manage the project</td>
</tr>
<tr>
<td>Principal in Charge</td>
<td></td>
<td>and be involved in all aspects of the project.</td>
</tr>
<tr>
<td>Designer</td>
<td>Nick Wallace</td>
<td>Mr. Wallace will serve as a key designer and resource throughout design develop</td>
</tr>
<tr>
<td>Technician</td>
<td>Joe Johnson</td>
<td>Mr. Johnson will assist with sign research and report production.</td>
</tr>
</tbody>
</table>

LAP will also coordinate with other support team members as needed.

KEY MEMBERS OF YOUR PROJECT TEAM

**Robert Ford, Registered Landscape Architect, Principal, and Authorized Contact Person.**
Robert founded Landscape Architects and Planners, Inc. in 1989. As Owner he administers, designs, and provides quality control for the Lansing based firm. LAP provides master planning, site design and construction management for a large number of communities, schools, and parks throughout the state of Michigan and surrounding states.

Mr. Ford has been involved in many signage/wayfinding projects in the past. Among these are the Lake County Marketing/Wayfinding Plan, Chase and Idlewild Wayfinding, Roscommon County Marketing Plan, M-66 Corridor Plan, Clinton Watershed Council to develop signs along the trail system in Rochester Hills, the State of Michigan Capitol Complex Wayfinding and Placemaking Facility Plan, Lansing Rivertrail Wayfinding Plan, and Arenac County’s Marketing/Wayfinding Plan to mention a few. He has also been involved in implementation of these sign projects so he understands MDOT requirements Road Commission requirements.

**Nick Wallace, Designer**
Nick has been employed by LAP for over five years. He worked on the Capitol Complex Wayfinding and Placemaking Facility Plan, Arenac County’s Blue Water Trail/Wayfinding System and the Arenac County wayfinding system. Nick has not only designed the signs but also helped oversee production, shipping and installations. His experience will make your sign package look professional and user friendly.

**Joe Johnson, Designer/Technician**
Mr. Johnson brings strong research and computer skills to bear on your project. His skills in AutoCAD, GIS, InDesign and other Adobe programs will be employed to provide the maps and drawings necessary to illustrate the intentions of the project.
Please ask to see resumes for additional staff information if necessary.

**PROJECT SCHEDULE**
The project will commence upon signing the proposed contract. We anticipate the following schedule for completion:

- Task 1: 1 week
- Task 2: 3 weeks
- Task 3: 1 week
- Task 4: 4 weeks
- Task 5: 2 weeks

LAP will not be responsible for delays beyond its direct control, including delays in scheduling appointments, review time by agencies and other time constraints beyond the control of LAP.

**COMPENSATION**
The Lump Sum fee includes travel and materials.

**LUMP SUM FEE: $3,000**

LAP will invoice the client on a monthly basis. Invoices will include the previous amount billed and the balance due. All invoices are expected to be paid within 30 days from the mail date, which is on the invoice. Interest will be charged at 1.5% per month on the balance of any fee not paid within the 60 days.

**ITEMS PROVIDED BY THE CLIENT**

*Project Coordination*. Client will provide the Consultant with a “Point of Contact” for coordination between the PCTC and the Consultant. The person assigned will have knowledge of the project and the procedures the PCTC uses to maintain open communication and timely responses to questions or tasks needed by the Consultant to perform its’ work. Delays caused by improper communication or untimely responses by the Client will not cause the Consultant to be held responsible for delays or directional errors in the project.

**ADDITIONAL SERVICES**

- **Meetings.** Additional meetings beyond the base scope can be held at the Client’s request at a rate of $850.00 (eight hundred fifty dollars) for each meeting.

- **Copies.** Additional copies of the report can be made available at cost plus 30% for handling and shipping.

We appreciate the opportunity to provide you with a proposal on this project and we look forward to working with the PCTC. Should you have any questions or need clarifications, please feel free to contact me at any time.

Sincerely,

[Signature]

Robert Ford, RLA
President
AUTHORIZATION AND NOTICE TO PROCEED

Authorization is granted for Landscape Architect and Planners to begin on the **PCTC – Signage Design Services**. This signature page and the terms and conditions in the pages preceding this signature page are the only instruments within this agreement. Any change or alteration must be written, signed and dated by both parties to constitute a change to this agreement. Should you prefer to issue a purchase order please reference this proposal and its contents.

__________________________________________________________________________
Authorized Signature                        Please Print Name and Title
Paint Creek Trailways Commission

Z:\Proposals\2019 Proposals\19031P Paint Creek Trail Signage Design Services\PCTC Signage Design Services Proposal.docx
Robert E. Ford  
Principal, Landscape Architect

Mr. Ford has over 40 years of experience in site design, land use planning, project management, park design, streetscapes and urban design. In 1989, Robert started Ford & Associates and in 1994 formed his current company Landscape Architects and Planners, Inc. LAP provides park master planning, public input and facilitation, site design, construction management, administration and quality control. As Principal, Mr. Ford has extensive experience with master plans, reports, site plans, comprehensive plans, park development, greenways, non-motorized transportation plans, streetscapes and implementation of these projects.

**Project Experience**

**Laingsburg Marketing Plan**  
Design, locate and implement “wayfinding” or directional signs at strategic locations throughout two counties. Placed 12 signs in and around the region to attract people to Laingsburg but also advertise its regional partners by directing visitors to recreational facilities and advertising the “incubator cottage industry” through wayfinding.

**Baldwin & Chase District Plans**  
Developed a commercial district plan for three downtown rural areas for revitalization in Baldwin, Chase and Idlewild and to increase tourism through a focus on retail and cultural arts facilities. Provide design for signs including locations, types and landscape plans.

**Arenac County Marketing Plan**  
Developed a marketing program to create a unified image and message to promote the county’s assets and wares and to begin implementation through a universal county website, way-finding signage, and other forms of promotion that will tie into regional marketing efforts and should lead to increasing economic development and redevelopment throughout the area.

**State of Michigan Capitol Complex Design Charrette / Workshop**  
LAP teamed with engineering and planning firms as the landscape architect in charge of facilitating the Capitol Complex design for the area immediately west of the State Capitol as part of a landmark facility inventory, analysis and visioning plan that will serve over 7,000 state employees, the adjacent neighborhoods, office and commercial districts, the City of Lansing CBD. The plan will accommodate over 600,000 people that visit the State Capitol, Historical Museum and Hall of Justice each year. The effort includes over 20 different focus groups, opinion surveys, workshops, interviews and multiple planning sessions.

**West Branch Marketing Plan**  
Design a number of wayfinding elements, including, but not limited to, vehicular signage, gateways, pedestrian signage, pole banners, kiosks, and lighting. Provide construction and implementation estimated costs and maintenance costs this documentation will include written processes and specified materials to build and implement the signage to high standards and a street map for placement of all signage elements.

**Clinton River Trail “Look and Feel” - Friends of Clinton River Trail**  
This project included not only the creation of gateways to the trail system, new trail logos, and landmarks placed throughout, but also multiple design ideas for directional and informational signage to encourage the trail’s visitors to protect and respect the trail’s fragile and beautiful ecosystems.

**M-66 Corridor Plan**  
Development and implementation of a signage program based upon the brand and logo designs. Signs included: gateway entry signs and directional signs to public and private destinations.

**MDOT/Jackson M-50 Corridor Study**  
A corridor streetscape study in the City of Jackson, which was MDOT funded. Including retaining walls, landscape design, lights, walks, benches, trash receptacles, street signs, entry sign, decorative paving, fencing and raised planters.
Robert E. Ford
Principal, Landscape Architect

Workshops
- Land Conservancy of West Michigan
- Green Infrastructure Design Charrette
- MI Council for Arts & Cultural Affairs, Cool Cities conference “Tipping to Cool: Linking Culture, Community and the Economy”
- Rails to Trails Conservancy, Trail Summit “Able to Play” Boundless Playground Seminar
- Heart of Michigan Trails & Greenways Partnership - Goals Charrette Facilitator
- Risk Management and Skateboard Parks Workshop
- MASLA Conference: Creating a Sustainable Michigan
- ASLA Annual Conference – Designing with Nature: The Art of Balance
- MRPA Conference: Developing a Universally Accessible Playground: Workshop Facilitator
- MRPA Conference: Reviving Athletic Fields educational session facilitator
- Green Infrastructure: What does it mean for the Tri-County Region?
- Low Impact Development for Storm Water Management
- MSBO Conference: Revitalizing Athletic Fields Workshop Facilitator
- MSBO Conference: Developing a Universally Accessible Playground – Workshop Facilitator
- Low Impact Development (LID) for Storm Water Management
- ASLA Annual Conference – Beyond Sustainability: Regenerating Places and People
- Mid-America Trails & Greenways: Presentation – Pre-Trail Planning

Awards
- Michigan State University – Alumni Service Award
- President’s Award 2010, Michigan Chapter, American Society of Landscape Architects
- Master Plan Award for Outstanding Master Planning presented by the Michigan Recreation and Parks Association
- Michigan Medallion Award presented by the ASLA, Michigan Chapter for contributing 13.35 miles of design and construction management to the Lansing River Trail.
- Merit Award presented by the ASLA, Michigan Chapter in recognition of outstanding professional achievement for Park Design in collaboration with Bauer-Ford Reclamation Design.
- Heart of Michigan Trails and Greenways Partnership: Recognition for the contribution of time and expertise in starting the new organization and for leadership provided to produce the “Connecting Michigan” booklet
- Merit Award, Michigan Nursery and Landscape Association presented to HTA Companies, who recognized Mr. Ford as the Landscape Architect responsible for the design of the Shigematsu Memorial Japanese Garden.

Roscommon Marketing Plan
Developed a marketing program for Roscommon County to create a unified image and message in order to promote the county communities’ assets and wares, began implementation through a universal county website, way-finding signage, and other forms of promotion that should lead to increasing economic development and redevelopment throughout the area. The combined resources of the communities will allow for a broader and more comprehensive message and attraction to a larger market.

City of Jackson Trail System
Design and construction documents for a non-motorized transportation trail along the Grand River. Including retaining walls, landscape design, lights, walks, benches, trash receptacles, street signs, entry sign, decorative paving, fencing, raised planters, pedestrian art plazas and shoreline protection.
Nicholas R. Wallace
Technical Designer

Mr. Wallace has been employed by Landscape Architects & Planners for 3 years. He holds an Associate's Degree in Landscape Architecture, graduating with honors from Lansing Community College.

His professional experience includes several years of residential landscape and hardscape design and construction. This experience has provided Nick with a broad and practical knowledge of all aspects of a project from concept, cost estimating and construction drawings, through final construction.

Since joining LAP in early 2014, Nick has applied his diverse range of skills to help bring projects from concept to completion - from preliminary sketching and design development to construction drawings, digital rendering techniques and presentation graphics.

PROJECT EXPERIENCE

Arenac County Bluewater Trail / Wayfinding System
LAP worked with Arenac County and other stakeholders to plan, map, and promote a water trail along the Saginaw Bay coastline. LAP evaluated sites and determined which sites made the best candidates for development. Improvements anticipated include: property upgrades, possible property acquisition, water access, road access, parking, restrooms, potable water, waterfront character development, and integration with adjacent uses. A preliminary and final report was generated illustrating the overall development plan and specific improvements needed for each site.

Lansing BWL – Central Substation
LAP provided concepts for its Central Substation to be located in downtown Lansing at the corner of Washington Avenue and Malcolm X Boulevard. To create views of the Grand River, LAP proposed a River Walk along the south wall of the Central Substation. Interpretive panels were created and installed to help understand the history of the area and promote the relocation of the Sunken Garden originally designed and planted by Richard Scott, REO Motor Works' first president under CEO, Ransom Olds.

State of Michigan Capitol Complex Design Charrette / Workshop,
LAP teamed with engineering and planning firms as the landscape architect in charge of facilitating the Capitol Complex design for the area west of the State Capitol as part of a facility inventory, analysis and visioning plan to serve the state employees, adjacent neighborhoods, office and commercial districts, the City of Lansing CBD. The plan will accommodate over 600,000 people that visit the State Capitol, Historical Museum and Hall of Justice each year. The effort included 20 different focus groups, opinion surveys, workshops, interviews, and multiple planning sessions.

West Branch Marketing Plan
Design of a number of wayfinding elements, including, but not limited to, vehicular signage, gateways, pedestrian signage, pole banners, kiosks, and lighting. Estimated construction and implementation costs, and maintenance costs within a document which included written processes and specified materials to build and implement the signage and a street map for placement of all signage elements.

Holland State Park
Developed plans to improve accessibility for channel shore fishing and to provided site amenities for the fishing public consisting of a six foot wide concrete walk adjacent to the existing sea wall providing an accessible route along the channel for fishing purposes, connections to existing barrier-free parking spaces, new benches and picnic nodes, interpretive signs and a barrier free outdoor classroom shelter.

Dimondale Island Park
Provide a master plan, construction documents, bid assistance and construction observation for the park development. Amenities include storm water treatment, pathways, an overlook, pedestrian bridge, stone steps, an ADA accessible kayak launch, landscaping and signage. The site is universally accessible and built using SITES principals although not certified.
Mr. Johnson is LAP’s newest employee. He has spent the years since graduation working as a residential landscape designer.

His professional experience includes residential landscape and hardscape design and construction estimating. Joe will be able to transfer this knowledge from the private sector into the public to ensure functional and creative, park and recreation designs.

PROJECT EXPERIENCE

MDNR Paw Paw Boat Access Site
DNR has asked LAP to redesign this BAS. Joe worked on the redesign, drafting, and grading for the renovations. A cost estimate will be developed and the project will be recommended for funding in 2020 for construction. Work included reconfiguration of the ramp, parking area and truck and trailer loading areas. Cuts and fills were required as well as wetland mitigation.

MDNR Klinger Lake Boat Access Site
DNR has asked LAP to redesign this BAS. Joe worked on the redesign, drafting, and grading for the renovations. A cost estimate will be created and the project will be recommended for funding in 2020 for construction. Work included reconfiguration of the ramp, parking area and truck and trailer loading areas. Cuts and fills were required as well as wetland mitigation.

Laingsburg McClintock Park Amphitheater
Provide design, probable costs, construction documents, and construction observation for the development of an amphitheater in the city park.

Michigan Municipal League
Developed best use plans for empty space in seven cities (Allegan, Alpena, Cadillac, Dearborn, Jackson, Marysville, Sault St. Marie). Met with stakeholders, proposed rough concepts, received feedback, and presented a final adjustment with the intention of reflecting the community’s wants in the area.

Small Town Design Initiative
Researched historical and cultural significance of target areas, and proposed appropriate signage, color schemes, and overall theme and mood that would best reflect the community to outsiders, without taking away from existing character.

Alley Vision Plan, Jackson, MI.
Provided a vison for an area that encompassed several blocks that lacked a unifying theme. The goal was to unlock the potential for the local business and facilitate interactions that would attract outside business. This was part of a class project.

Ferndale Upper Elementary Sensory Garden
Researched appropriate plant and material selections for tactile, aromatic, and visual stimuli. Coordinated, designed, and oversaw installation of garden area for student enrichment.

Safe Routes to School
Developed school community plans and graphics to support upgrading pedestrian and vehicular signage, increase visibility, and address safety issues surrounding school areas.
Laingsburg Marketing Plan
Design, locate and implement “wayfinding” or directional signs at strategic locations throughout two counties. Placed 12 signs in and around the region to attract people to Laingsburg but also advertise its regional partners by directing visitors to recreational facilities and advertising the “incubator cottage industry” through wayfinding.

Paula Willoughby, Clerk
Village of Laingsburg
517-651-6101
treasurer@laingsburg.us

Clinton River Trail “Look and Feel” - Friends of Clinton River Trail
This project included not only the creation of gateways to the trail system, new trail logos, and landmarks placed throughout, but also multiple design ideas for directional and informational signage to encourage the trail’s visitors to protect and respect the trail’s fragile and beautiful ecosystems.

Kristen Wiltfang, Senior Planner
Oakland County Planning & Economic Development
248-975-4267
wiltfangk@oakgov.com

Lansing BWL – Central Substation
LAP provided concepts for its Central Substation to be located in downtown Lansing at the corner of Washington Avenue and Malcolm X Boulevard. To create views of the Grand River, LAP proposed a River Walk along the south wall of the Central Substation. Interpretive panels were created and installed to help understand the history of the area and promote the relocation of the Sunken Garden originally designed and planted by Richard Scott, REO Motor Works first president under CEO, Ransom Olds.

Stephen Serkaian, Executive Director
Customer Operations & Communications
Lansing Board of Water & Light
517-702-6735
Stephen.serkaian@lbwl.com
Located along the north shore of Saginaw Bay, Arenac County retained LAP to provide simple directional wayfinding signage as part of a marketing plan they were undertaking. Destination signs were key to eliminating clutter by conveying straightforward information using text, stylized forms and color coding categorically. The system provides visitors a way to find recreational opportunities, but also raises the awareness level of the many assets the county has to offer. Determining the number of signs, locations, permitting, bidding, manufacturing and installation were part of the service provided.
Landscape Architects & Planners, Inc. (LAP) was retained along with the Michigan State University Community Design Initiative to design wayfinding and gateway signs along with trail amenities. The Clinton River Trail is a Master Planned 16 mile trail passing through the communities of Sylvan Lake, Bloomfield Township, Pontiac, Auburn Hills, Rochester Hills and Rochester, Michigan. LAP met with each stakeholder community individually to walk their portion of the trail and to gather important information including history, economy and image. LAP then developed design guidelines and created a “signature” look for amenities along the trail in both urban and rural environments. Trail amenities identified by the FCRT include: Trail and mile markers, Staging Area Monument Sign, Information Kiosk, Gateway and Road Crossing Signs, Wayfinding Signs, Donor Recognition, Interpretive Signs, Feature Identification Sign, Scenic Overlooks, Shade Shelters, Benches, Litter Receptacles, and Bike Loops.

Friends of the Clinton River Trail
P.O. Box 81971, Rochester, MI 48308
$15,700.00
2009-2011
LAP provided concepts for the Lansing Board of Water and Light’s Central Substation located in downtown Lansing at the corner of Washington Avenue and Malcolm X Boulevard at the former location of the Scott Sunken Garden and historical home. Interpretive panels were designed and installed to help understand the history of the area, and promote the relocation of the Sunken Garden which was originally designed and planted by Richard Scott, the REO Motor Works first president under CEO, Ransom Olds.
Welcome Signs - Arenac County, Lake County Marketing Plan

Directional Signs - City of Laingsburg, Roscommon County, Lansing River Trail and M-66 Corridor

Billboard Sign

Take the scenic route

www.michiganroute66.com
WASHINGTON AVENUE ENTRY & KIOSK
LANSING COMMUNITY COLLEGE

Electronic Kiosk
This heated and humidity controlled pedestal style “touch screen” kiosk allows people to access maps, class schedules, department descriptions and current campus wide events 24-7.
SIGNAGE EXAMPLES
Lake County Marketing Plan

Welcome and Entry Signs

Interpretive Sign
EXAMPLES of INTERPRETIVE SIGNS

Hawk Nest Park - Interpretive Sign

North Hydro Park - The Huron River

North Hydro Park - Huron River Wildlife

History in the Streets - Laingsburg’s Living History and Where Did the Tracks Go?
July 2, 2019

Paint Creek Trailways Commission
4393 Collins Road
Rochester MI 48306

Dear Paint Creek Commission Members and Staff,

Signs By Crannie is pleased to submit this proposal for the Signage Design project. With our qualifications and history in the engagement of other projects in this scope our experience, professionalism, expertise and personnel we excel at this type of project.

With each project we continue to gain insights in the knowledge of design, fabrication and installation of wayfinding programs. Our goal is to guide and take a stakeholder’s view in the effective implementation of the program. We become a partner in the process and have the personnel, equipment and knowledge to provide all the services this project will require in house and not rely on sub-contractors for priority elements of the project.

Projects of this scope will have a dedicated team established with weekly meetings, agendas and action items to stay on task.

We welcome the opportunity to meet with your representatives to discuss the project and as important invite you to visit our facility.

Thank you for your consideration,

Nicholas Guzik
Applicant Data

Please provide the following information, completing each item fully and explaining or expanding as necessary.

Name of Person or Firm: Signs B' Cralnie

Address: 4145 Market Place Flot Me 48507

Contact Person & Title: Nicholas Guzik Project Manager

Telephone Number: 810.487.0000

FAX Number: 810.487.0711

Email: nguzik@signsbicralnie.com

Year Firm was Formed: 1985

Conflict of Interest.
Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal?

   Yes   X   No

If yes, please explain:
Scope of Work:

- Attend one (1) meeting with Trailways Commission to gather information and ideas before starting project.

- Do one (1) site survey of Paint Creek Trail, taking photos of existing signs and markers.

- Design and illustrate three (3) different sign family concepts which will have:
  a) Gateway sign
  b) Trailhead / Station sign (kiosk)
  c) Road Crossing / Safety sign
  d) Map sign
  e) Wayfinding sign

- Sign concepts will include specifications of materials and type of installation.

- Design and illustrate three (3) different concepts for a new Paint Creek Trailways logo.

- All work to be completed within three (3) months after proposal is excepted.

- Will provide a hard cover binder with full color pages, along with PDF electronic files.

- Cost will be $3,000.00

- After the project has been delivered to the commission, any additional time, drawings or revisions will be preformed for a flat rate of $100 @ hour
Signs by Crannie designs and builds signs that make a difference...

"Outstanding DESIGN, Superior QUALITY and Dependable SERVICE."

Signs are a very important part of the character that you communicate to the public. Properly designed signs can be the finishing touch to your architectural project. Don’t leave it up to just any sign shop – choose the professionals of Signs by Crannie.

Signs by Crannie has been manufacturing and servicing custom signs since 1985. We are makers of quality, handcrafted signs and specialties that include:

- Electric Signs (monument and pole)
- Neon Signs and LED Retro Fits
- Electronic Message Centers (EMC)
- Interior & Exterior Architectural Signs
- Sandblasted Signs
- Cast Metal Plaques
- Flagpoles
- Vehicle Graphics
- Stadium Archways
- Scoreboards
- Mascot and Logo Design
- And Much More!

From concept through completion, we design and produce signs for large and small clients throughout Michigan and the Midwest.

Some of our very satisfied customers include:

www.signsbycrannie.com • (810) 487-0000
Midwest Sign Association (MSA) Voluntary Ethical Standards, Quality Assurance & Operating Principles

Mission Statement:
As a Midwest Sign Association member, Signs by Crannie, Inc. has chosen to pledge to operate its business in an ethical manner accordance with the MSA principle that a transaction or service be provided in a professional manner in a way that is fair to all concerned.

Our company will provide:
- Written proposals or contracts including all expected costs such as:
  - Signs, Delivery, Installation, Engineering, Permits, Utility Locating (ground signs), Permits Procurement, Taxes
  - Signage will be built with all new materials (or green, recycled materials) unless clearly stated otherwise
  - Signage will be installed in a timely manner, and if installation will be delayed due to weather or other concerns, communications will be timely and clear
- Appropriate timely communication
- Quality work performed in a professional manner
- Work performed as quoted and approved including change orders
- Invoicing consistent with signed contracts and communicated changes orders
- Clearly stated warranty on work provided
- Investigation of jobsite prior to installation when needed
- Internally illuminated signs will follow recognized listing service requirements
- Electric sign installations prior to the sign leaving the shop
- Installation crews will operate in a sage manner using recognized OSHA standards
- Proposed change orders when necessary will be communicated timely, clearly, and will include approvals
  Change orders may include: Overtime charges, Holiday charges, Emergency charges, after hours premiums, high time charges, additional materials or equipment charges, and/or unusual or special circumstances that impact the project timing or pricing
- Timely responses to punch list or warranty issues
Bidders Experience on Other Similar Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Dollar Amount</th>
<th>% Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne County Parks – Hines Park</td>
<td>$532,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>David Ries</td>
<td>734-261-9861</td>
<td></td>
</tr>
<tr>
<td>______________________________________________________________________</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>City of Northville – Laurie Ward – ADA Director</td>
<td>$62,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>Laurie Ward – ADA Director</td>
<td>248-349-0345</td>
<td></td>
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<tr>
<td>Village of Birch Run</td>
<td>$67,000.00</td>
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</tr>
<tr>
<td>Paul Moore – DDA Director – Village Manager</td>
<td>989-624-5711</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:pmoore@villageofbirchrun.com">pmoore@villageofbirchrun.com</a></td>
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<tr>
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<tr>
<td>City of Flint –</td>
<td>$95,000.00</td>
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<tr>
<td>Kristy Barse – Uptown Development</td>
<td>810-238-555 x2</td>
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<tr>
<td>Justin Peyerk</td>
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<td>City of Sterling Heights</td>
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<tr>
<td>Brent Bashaw – City Engineer</td>
<td>586-466-2489</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:bashaw@sterling-heights.net">bashaw@sterling-heights.net</a></td>
<td></td>
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</tbody>
</table>

We are also Members of:

- International Sign Association
- Midwest Sign Association
- World Sign Association
PROPOSAL
PAINT CREEK TRAIL RFP - SIGNAGE DESIGN SERVICES

JULY 9, 2019

Prepared For: Melissa Ford
Paint Creek Trailways Commission

Prepared By: Jonathan Townsend / Chuck Veres
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<td>Similar Projects – Village of Lake Orion</td>
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<td>Similar Projects – City of East Pointe</td>
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<td>Similar Projects – Riverwalk</td>
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<td>Similar Projects – Southfield City Center</td>
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<td>Permitting Experience with Authorities Having Jurisdiction</td>
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<td>Key Personnel - Project Team</td>
</tr>
<tr>
<td></td>
<td>CHUCK VERES – President, VEGAS</td>
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<td></td>
<td>JONATHAN TOWNSEND – Design and Project Management</td>
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<td>JENNY SMITH – Administrative</td>
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<td>Section 4 – Project Approach</td>
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Introduction

TO: Melissa Ford  
Paint Creek Trailways Commission  
4393 Collins Road  
Rochester, MI 48306

FROM: Chuck Veres / Jonathan Townsend  
Veres Environmental Graphics and Signs

RE: Request for Proposal – Signage Design and/or Manufacturing Services

July 9, 2019

Ms. Ford,

Veres Environmental Graphics and Signs is pleased to present our Request for Proposal package for the Signage Design program throughout Oakland County to the Paint Creek Trailways Commission.

On the following pages you will find our company information and project specific information with some pictures of similar projects. We have been involved in multiple wayfinding and trail signage projects from the design and manufacturing side. Our production experience enables us to design unique signage with best most cost-effective materials for each project without scarifying look and feel. Specializing in design and manufacturing VEGAS can take a project through from idea to reality. We are experienced in the permitting and contractual requirements at all levels including city, county, and MDOT inside an out of the right of way.

The team at VEGAS is excited about this project and we are looking forward to the next steps in the process. Should you have any question feel free to reach out to me.

Thank you for considering Veres Environmental Graphics and Signs, we are excited about working with you on this project.

Sincerely,

Chuck Veres  
Veres Environmental Graphics and Signs  
Phone: 248-563-2383  
Email: chuck.veres@vegsigns.com

Jonathan Townsend  
Veres Environmental Graphics and Signs  
Phone: 734-777-4152  
Email: jonathan@vegsigns.com
Applicant Data

Please provide the following information, completing each item fully and explaining or expanding as necessary.

Name of Person or Firm: Veres Environmental Graphics and Signs

Address: 749 Sherbrooke Commerce, MI 48

Contact Person & Title: Chuck Veres, President

Telephone Number: 248-563-2383

FAX Number: 248-329-1510

Email: chuck.veres@vegsigns.com

Year Firm was Formed: 2012

Conflicted of Interest.
Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal?

_____ Yes  [✓] No

If yes, please explain:
Proposed Cost Schedule

<table>
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<th>Phase 1 – System Design and Development</th>
<th>$2,985.00</th>
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<tbody>
<tr>
<td>• Sign concept development</td>
<td></td>
</tr>
<tr>
<td>• On site survey</td>
<td></td>
</tr>
<tr>
<td>• Multiple sign family concepts</td>
<td></td>
</tr>
<tr>
<td>• Initial sign placement</td>
<td></td>
</tr>
<tr>
<td>• Initial engineering</td>
<td></td>
</tr>
<tr>
<td>• Staff time for meetings and presentations.</td>
<td></td>
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</tbody>
</table>

**PHASE 1 TOTAL**

$2,985.00
Section 1 – Firm Overview

About Veres Environmental Graphics and Signs (VEGAS)
After 30 years of experience in the signage industry, Chuck Veres founded VEGAS in 2012 in order to offer more personalized service to an existing client base. The vision was to remain small enough to offer clients the same contact(s) throughout a project from the sale through final completion.

The VEGAS team partners with the client while exploring resources for ideal fabrication techniques and the best value-engineered product. From concept to reality we oversee every step of the process.

Ownership
Veres Environmental Graphics and Signs is a Michigan based LLC owned by Chuck Veres

Insurance
Veres Environmental Graphics and Signs carries General Liability and Workers Compensation coverage. We do not currently hold Professional Liability Insurance as it has not been required for any previous projects. We are pre-qualified for Professional Liability coverage and will add it our policy if required. Certificate of Insurance is available upon request.

Some of our Clients and Projects Include
- Olympia Development of Michigan – The District Detroit, dynamic parking signage
- General Motors – Technical Center, architectural wayfinding signage
- Clinton River Trail / MDOT – Signage and Wayfinding, unique sign design and manufacturing
- Detroit Riverwalk – Signage and Wayfinding
- City of Southfield – Signage and Wayfinding
- Taubman Properties – Signage and Wayfinding for multiple high-end retail environments around the country including, Great Lakes Crossing, Dolphin Mall, Twelve Oaks, and more.
- Spinoso Real Estate – Electronic Signage and Wayfinding
- The Henry Ford – Signage and Wayfinding
- City of Westland – Traditional and Electronic Sign design/build

We invite you to visit our website at www.vegsigns.com to see some of our recent projects.
# Primary Project Contacts

## Company Information:
Veres Environmental Graphics and Signs  
749 Sherbrooke  
Commerce, MI 48382  
Office: 248-716-9128  
Fax: 248-329-1510

## Project Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chuck Veres - Primary Contact</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 248-563-2383</td>
<td>Email: <a href="mailto:chuck.veres@vegsigns.com">chuck.veres@vegsigns.com</a></td>
</tr>
<tr>
<td><strong>Jonathan Townsend</strong></td>
<td>Phone: 734-777-4152</td>
<td>Email: <a href="mailto:jonathan@vegsigns.com">jonathan@vegsigns.com</a></td>
</tr>
<tr>
<td><strong>Jenny Smith</strong></td>
<td>Phone: 248-716-9128</td>
<td>Email: <a href="mailto:jenny.smith@vegsigns.com">jenny.smith@vegsigns.com</a></td>
</tr>
</tbody>
</table>
Section 2 - Services

Preconstruction Services
Successful projects start with pre-planning, VEGAS preconstruction services begin by working closely with each client to understand their unique challenges, needs, and expectations including scheduling. VEGAS provides complete project planning, including initial signage concepts and designs, materials, sign placement, messaging. Permitting and any possible variances with the Authorities Having Jurisdiction. Initial project schedules are developed including proposed milestones and completion dates with all stakeholders. Preconstruction process also includes full-size and scale mock-up signs along with material and finish samples for review.

Typical Design/Build Process

**Preplanning**
- Understanding project needs, expectations, and goals
- Walking trailways, inventory of current signs, identifying challenge areas and additional signage needs
- Expected schedule, milestones, and completion dates
- Unique challenges or requirements
- Project Plan

**Concept Development**
- Project budget
- Review zoning requires
- Initial sign concepts and designs
- Sign materials, placement, messaging for wayfinding

**Concept Validation**
- Full size and scale mock-up reviews
- Material and material finish/color reviews
- Manufacturing and installation schedule creation with all stakeholders

Technical and Estimating Services
Continuing preconstruction, technical engineering consideration and cost estimating are the next steps. Working with the entire team, VEGAS determines the engineering requirements for each sign and its construction and installation requires to develop a cost schedule for all signs on the project. Once initial cost schedules are development, VEGAS performs value engineering calculations and a full analysis of
proposed cost to determine if any additional saving can be obtained. Cost review with owner and stakeholders are performed at each step to ensure the project is on budget.

**Construction Services**

VEGAS construction services provide full turnkey signage manufacturing and installation after all cost are approved. VEGAS coordinates with all sub-contractors on items such as electrical, data communications, masonry, etc. Continual project management, progress meetings, safety reviews and quality checks are conducted throughout the project with all parties ensuring the project is on schedule and budget and to identify any potential upcoming risks.

**Close-out Services**

Project close-out services and documentation include initial owner review, punch list review, project closeout documentation, as-built drawings, maintenance plan, and warranty information.
Section 3 – Experience

Similar Projects – Clinton River Trail

Project Description: Custom signage, wayfinding and kiosk for a multi-community trail system. Including design, permitting, and MDOT contracts. Project Value $425k, 2016
Similar Projects – Village of Lake Orion

Project Description: Custom designed and fabricated gateway monument signs for village with park and municipal village identification. Downtown wayfinding including Paint Creek Trail directional signage. Project Value $190k, 2019
Similar Projects – City of East Pointe

Project Description: Custom designed and fabricated gateway monument signs for city. Including wayfinding and site identification. Project Value $175k, 2017
Similar Projects – Riverwalk

Project Description: Custom signage, wayfinding and sculptural elements along the Detroit Riverwalk.
Project Value $215k, 2015
Similar Projects – Southfield City Center

Project Description: Southfield City Center wayfinding and information signs, kiosk, and interpretive plaques maps. Project Value $160k, 2015
Permitting Experience with Authorities Having Jurisdiction
VEGAS has extensive experience working with AHJ to obtain permits and variances throughout Michigan and specifically Plymouth Township. VEGAS project team has successfully obtained signage permits from Plymouth Township for other projects including NorthRidge main campus and NorthRidge Chapel and we do not anticipate any problems with this project.

Key Personnel - Project Team

CHUCK VERES – President, VEGAS
Chuck Veres is founder and president of Veres Environmental Graphics and Signs, as a seasoned signage consultant, with over thirty years of experience Chuck acts as a sales lead and project manager working with customers and designers to turn ideas into reality while keeping a sharp eye on budget and deadlines.

Chuck is an expert at sourcing and value engineering, successfully completing large wayfinding systems and complex landmark projects such as major league sports stadiums including Ford Field, Comerica Park, FedEx Forum, and KFC YUM! Center. His experience spans many industries including casino properties such as MGM Grand Detroit and high-end destination retail centers across the country.

JONATHAN TOWNSEND – Design and Project Management
Jonathan Townsend has a background in innovative sign design, project management, material selection, value engineering, and unique construction techniques. Jonathan specializes in collaborating with architects, design firms, and end-users to develop and install strategic, high-impact custom signage.

Jonathan has been in the sign industry since 2003 and has extensive experience with on and off premise, way-finding, and dynamic digital signage. Utilizing a strong technology acumen Jonathan designs projects with complex lighting, technology integration, and interactive displays. With a focus on major projects, he has completed many large projects including managing sign programs for the Henry Ford and International Auto Shows.

Jonathan has successfully obtained permits for large, challenging projects by negotiating with local, county, and state governments to ensure timely and accurate approvals. Jonathan is a licensed Sign Specialist in the State of Michigan and is UL 48 certified.

JENNY SMITH – Administrative
Jenny Smith has been in the sign business for twenty years with extensive experience on large projects. Jenny works closely with the sales teams to handle project management and coordination with all parties involved. Jenny has worked on many large projects providing support for project management for Ford Field, KFC Yum! Center, Clinton River Trail, MGM Grand Detroit, Greektown Casino and Motor City.
Section 4 – Project Approach

Project Understanding
It is our understanding that the Paint Creek Trail Commission is looking for a vendor to work with and help guide them through the process of developing a complete trail identification and wayfinding signage program. We envision that there will be considerable coordination with the trail commission to determine the ideal design concept and needs. Once a direction is agreed upon, we will develop drawings and samples as needed to confirm the desired product. At this point final drawings can be prepared for permitting and final client approval. Once approved the project is fabricated and installed.

Project Organization
Chuck Veres will be the project lead providing job costing and overall management, Jonathan Townsend will be providing design, concept development, and messaging with project management.

Project Control

- **Cost Control** – All cost will be provided and approved by the owner before any work begins. VEGAS draws on years of value engineering, material selection, and construction techniques to bring the most value to our clients. Keeping a close eye on budget VEGAS can offer different options and make recommendations to ensure the best value and solution is provided at the most efficient cost.

- **Schedule Control** – VEGAS maintains electronic scheduling software and task management for all team members and sub-contractors. Schedules and milestones are set in the preconstruction phase and monitored throughout the project by the project manager and discussed at every progress meeting. VEGAS sets clear owner deadlines for owner/stakeholder reviews in advance and requires all parties to approve the schedule before moving forward. Any risk factors will be identified with mitigation plans during the preconstruction process.

- **Quality Control** – Quality is paramount to the VEGAS team, all items are inspected by our whole team prior to installation and again after installation. Quality and any quality concerns are discussed at every progress meeting and addressed immediately. Any items not meeting our high standards will be replaced immediately.

- **Safety** – Safety is our number one goal on every job. VEGAS Safety manual will be provided before any work is performed onsite. VEGAS performs regular safety meetings with all individuals and sub-contractors on site prior to working for all activities and equipment. We always require our team and all our sub-contractors to maintain a safe work environment and follow all safe work practices and recommendations.
VILLAGE OF LAKE ORION
PROJECT: Gateway, wayfinding, and identification design build sign package
CONTACT: Molly LaLone
248-693-9742
director@downtownlakeorion.org

OAKLAND COUNTY, MICHIGAN
PROJECT: Clinton River Trail, custom identification, wayfinding, and kiosk signage for a large multi-community trail system spanning Oakland County, MI
CONTACT: Kristen Wiltfang
248-975-4267
wiltfangk@oakgov.com

NICOLSON + ASSOCIATES
PROJECT: Multiple projects including General Motors World Technical Center and Detroit River Walk.
CONTACT: Dick Nicolson
248-207-3921
dnicolson@nicolsonassociates.com

PARTNERS IN ARCHITECTURE
PROJECT: City of Eastpointe, MI wayfinding, gateway, and identification signage program throughout the City of Eastpointe.
CONTACT: Chris Glaspie
586-469-3600
cglaspie@partnersinarch.com

DISTRICT DETROIT PARKING SIGNAGE (PLANTE MORAN CRESA)
PROJECT: Developed and installed 30+ dynamic digital parking signs at all Olympia Development parking lots throughout The District Detroit and Little Caesars Arena.
CONTACT: Atasi Bagchi
248-603-5084
atasi.bagchi@planteomoran.com

additional references available upon request.
This Construction Contract ("Agreement") is made effective this _____ day of ____________, 2019, by and between Paint Creek Trailways Commission (the "Commission"), of 4480 Orion Road, Rochester, Michigan 48306 and WCI Contractors, Inc. ("WCI"), of 20210 Conner Street, Detroit, Michigan 48234. For good and valuable consideration, the parties agree that this Agreement consists of and incorporates the following documents:

1. Bid Form completed by WCI to the Commission with Addendum No. 1 dated May 3, 2019, Addendum No. 2 dated May 14, 2019 and Addendum No. 3 dated May 15, 2019, supplemented by certain deletions from the Bid Form as agreed by the Commission and WCI so that the Contract Price is $571,621.

2. Bid Proposal for Paint Creek Trail Resurfacing, Paint Creek Trail Observation Deck and Bear Creek Nature Park Resurfacing, to which are attached, or which incorporates, the following documents:

   (a) Division 1 - General Requirements;
   (b) Division 30 - Supplemental Specifications;
   (c) Division A - Instructions to Bidders and Proposal Documents;
   (d) Division B - General Conditions;
   (f) Special Provision for General Specifications, dated February 22, 2019;
   (g) Notice to Bidders (Progress Clause), dated April 22, 2019;
   (h) Notice to Bidders (Project Coordination), dated March 23, 2019;
   (i) Special Provision for Maintaining Traffic, dated March 23, 2019;
(j) Special Provision for Parking Block, REM, dated April 11, 2019;
(k) Special Provision for Shared Use Path, Grading, dated March 23, 2019;
(l) Special Provision for Shared Use Path, Security, Grade and Compact, dated January 23, 2019;
(m) Special Provision for Shared Use Path, Surface Preparation, dated March 23, 2019
(n) Special Provision for Aggregate Surface CSE, Special, dated April 22, 2019;
(o) Special Provision for Shared Use Path, Aggregate, dated March 21, 2019;
(p) Special Provision for Erosion Control, Permanent, Log Barrier, dated March 15, 2019;
(q) Special Provision for Retaining Wall, dated March 15, 2019;
(r) Special Provision for Trail Edge Drainage, Inlet Special, dated March 15, 2019;
(s) Special Provision for Observation Deck, dated April 22, 2019;
(t) Special Provision for Split Rail Fence, dated April 22, 2019;
(u) Special Provision for Steps, dated April 22, 2019;
(v) Special Provision for Timber Rail, dated February 16, 2019;
(w) Special Provision for Bollard, dated March 28, 2019;
(x) Special Provision for Bumper Block, Timber, dated April 11, 2019;
(y) Special Provision for Removable Bollard, dated April 22, 2019;
(z) Special Provision for Rock Drain, dated April 15, 2019;
(aa) Special Provision for Seeding, Paint Creek Mixture, dated Mach 7, 2018;
(bb) Special Provision for Slope Restoration, Modified, dated February 19, 2018;
(cc) All Drawings provided to WCI.
3. Payment Bond.
4. Performance Bond.
5. Labor and Materials Bond.
6. All the foregoing constitutes the Agreement between the parties with respect to the Paint Creek Trail project.

Paint Creek Trailways Commission

By: ____________________________
Its: ____________________________

WCI Contractors, Inc.

By: ____________________________
Its: ____________________________
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: 2020-2024 Master Plan
Date: July 16, 2019

Hardcopies of the Master Plan survey have been available for the public to complete since the National Trails Day event on June 1st. The online version of the survey has been posted on our social media accounts and website since June 18th. We have also shared the survey with all of the member communities as well as issued a press release. The Oakland Press ran a story on the Master Plan in late June. I recently completed a phone interview with the Rochester Post on the Master Plan for an upcoming issue. As of July 11, we have received 438 responses to the survey.

On Wednesday, July 17th, we will be holding a Stakeholder Open House in conjunction with our planning firm Giffels Webster. We have invited approximately fifty individuals from local running, cycling and horseback riding groups as well as representatives from the member communities, Oakland County, the DNR, and local trail and recreation organizations. The Open House will be held at the Paint Creek Cider Mill from 4:00 – 6:00 pm.

Since the survey is still open and we have not yet held the Stakeholder Open House, I have not been able to draft the Planning and Public Input section of the Master Plan. Once we have received the results of the survey and input from the stakeholders at the Open House, staff will begin drafting this section for review by the Planning and Public Input subcommittee, who will then provide a recommendation to the whole Commission.
MEMO

To: Commissioners, Alternates and Staff
From: Melissa Ford, Trail Manager
Subject: May Manager’s Report
Date: July 16, 2019

Advisory Committee Reports
The Trail Branding Committee has reviewed the Signage Design Services proposals and will provide a recommendation at the meeting. Copies of the four proposals are in your packet.

Complaints/Vandalism
Our bike patroller indicated that the drinking fountains at Tienken Crossing and the Flagstar Bank site are not draining properly and backing up. Both OTPRC and the City of Rochester Hills have been notified. We continue to receive a large number of calls, emails and social media messages about the upcoming construction work. Staff has answered the questions and directed inquirers to follow our social media channels and website for current updates.

Medical Emergencies/Police/Fire Calls on the Trail
I am unaware of any Medical Emergencies/Police/ or Fire calls on the Trail.

Finances
• All Member Community invoices for 2019 Operations and Patrol have been received.
• All January license fee invoices to various utilities have been received.
• July license fee invoices will be sent out later this month.

Follow Up
• Bridge 33.7 Renovation: Construction on the bridge will began on June 17th. The trail between Dutton and Silverbell Roads will be closed for the duration of the project.
• Resurfacing: The construction contract for the project is included in your packet. We are still waiting on Mannik Smith to revise their construction administration proposal to reflect the reduced scope of work and revised bid.
• Wilson Foundation grant: $165,164 of the Wilson Foundation grant funds were used to pay the Road Commission of Oakland County (RCOC) for the local share of the Bridge 33.7 project. $243,382.45 remains in the account at the Community Foundation of Greater Rochester. A portion of the funds paid to the RCOC will be reimbursed by the MNRTF grant. A copy of the June Fund Statement is in your packet.

Future Agenda Items
♦ Vandalism Ordinance in Orion Township
♦ Memorial Bench Policy
Promotion of the Trail

- Our Facebook page has 6,210 followers, an increase of 105 since last month.
- Our Twitter account has 690 followers, an increase of 1 since last month.
- Our Instagram Account has 586 followers, an increase of 17 since last month.
- Our E-Newsletter has 138 subscribers.
- I’ve posted information and photos on social media.
- I’ve spent 6 hours on the trail this past month.

Paint Creek Trail Website Analytics

In the last 30 days, we had 9,219 visitors, with 112,674 visits. The top 10 visited pages:

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<th>Top Pages</th>
<th>Last 30 days</th>
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<tbody>
<tr>
<td>Home Page</td>
<td>11,073</td>
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<tr>
<td>Trail Maps</td>
<td>1,889</td>
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<tr>
<td>Parking</td>
<td>1,539</td>
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<tr>
<td>Maps</td>
<td>1,196</td>
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<tr>
<td>2019 Trail Construction Updates</td>
<td>714</td>
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<tr>
<td>E-Newsletter</td>
<td>572</td>
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<tr>
<td>RFPs</td>
<td>543</td>
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<tr>
<td>Mileage</td>
<td>475</td>
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<tr>
<td>2019 National Trails Days</td>
<td>360</td>
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<tr>
<td>Agendas, Minutes &amp; Packets</td>
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</tr>
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</table>

In June, we had 9,531 visitors, with 207,539 visits. The top 10 visited pages:

<table>
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<tr>
<th>Top Pages</th>
<th>March</th>
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<tbody>
<tr>
<td>Home Page</td>
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<td>Parking</td>
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<td>Trail Conditions</td>
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<td>RFPs</td>
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<td>2019 National Trails Day/Mileage</td>
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<tr>
<td>Jobs/2019 Trail Construction Updates</td>
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<td>FAQs</td>
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Commission Ad-Hoc Committee Assignments

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<th>Recognition Ad Hoc committee</th>
<th>Gamage, Olijnyk, Russell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Ad Hoc committee</td>
<td>Becker, Blanchard, Steele, Van Agen</td>
</tr>
<tr>
<td>Rochester Hills Art/Pathway Project committee</td>
<td>Becker, Blanchard, Bowyer, Russell</td>
</tr>
<tr>
<td>SE Rochester Property Ad Hoc committee</td>
<td>Becker, Blanchard, Gamage, Russell</td>
</tr>
<tr>
<td>Labor Day Bridge Walk (Sept 2) Ad Hoc committee</td>
<td>Bowyer, Ferriolo, Olijnyk</td>
</tr>
<tr>
<td>Lake Orion Membership Ad Hoc committee</td>
<td>Becker, Blanchard, Steele, Van Agen</td>
</tr>
<tr>
<td>Trail Branding Ad Hoc committee</td>
<td>Gamage, Ford, Olijnyk</td>
</tr>
<tr>
<td>Trail Improvements Ad Hoc committee</td>
<td>Becker, Blanchard, Bowyer</td>
</tr>
<tr>
<td>Resurfacing Ad Hoc committee</td>
<td>Becker, Gamage, Steele</td>
</tr>
<tr>
<td><strong>Memorial Ad-Hoc committee</strong></td>
<td>Becker, Blanchard, Ferriolo</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Master Plan Ad Hoc committee for Planning Consultants</strong></td>
<td>Becker, Bowyer, Steele</td>
</tr>
<tr>
<td><strong>Master Plan Ad Hoc committee to Review Community Description Section</strong></td>
<td>Blanchard, Gamage, Van Agen</td>
</tr>
<tr>
<td><strong>Master Plan Ad Hoc committee to Review Administrative Structure Section</strong></td>
<td>Blanchard, Bowyer, Olijnyk</td>
</tr>
<tr>
<td><strong>Master Plan Ad Hoc committee to Review Recreation Inventory</strong></td>
<td>Blanchard, Stout, Van Agen</td>
</tr>
<tr>
<td><strong>Master Plan Ad Hoc committee to Review Planning and Public Input Process</strong></td>
<td>Becker, Bowyer, Steele</td>
</tr>
</tbody>
</table>

### 2019 Goals

<table>
<thead>
<tr>
<th><strong>Administrative Priority</strong></th>
<th><strong>Progress</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coordinating assistance with Friends of the Paint Creek Trail (ongoing)</td>
<td>Cruisin’ For the Trails 2019: Steve Johnson of Motor City Brew Tours has informed us that he will be alternating the Cruisin’ for the Trails event between Friends of Paint Creek Trail and Friends of Clinton River Trail. The 2019 event will benefit the Friends of the Clinton River Trail.</td>
</tr>
<tr>
<td>Continue Trail etiquette education (ongoing)</td>
<td>Ongoing</td>
</tr>
<tr>
<td>New Brochure/Map Update</td>
<td>Branding Committee requested guidance.</td>
</tr>
<tr>
<td>Continue coordination and participation with Oakland County Trail, Water &amp; Land Alliance (TWLA)</td>
<td>Trail manager Ford attended the April TWLA meeting. <strong>She or another member of the Trail staff will attend the July 25th meeting.</strong></td>
</tr>
<tr>
<td>Trail Closure education/public relations/Communications Plan campaign in 2019 (Ongoing)</td>
<td>Ongoing. Continue to utilize social media, website and other resources to provide information to trail users.</td>
</tr>
<tr>
<td>Adopt –A-Trail program</td>
<td>The first cleanup was held in early May. A second cleanup will occur in October.</td>
</tr>
<tr>
<td>Ensure a smooth transition when Melissa is on Maternity Leave.</td>
<td>Personnel Committee will meet to develop leave plan. Commission selected an Interim Manager candidate at June 12th Special Joint Meeting. <strong>Interim Trail Manager Brian Marzolf began work/training on July 8, 2019.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Master Plan</strong></th>
<th><strong>Progress</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Complete 2020-2024 Master Plan Update</strong></td>
<td>The three chapters are completed and have been reviewed by Ad Hoc committees. Plan update will be completed in accordance with Michigan Department of Natural Resources (MDNR) guidance documents and include all requisite components for certification by the MDNR. Online Master Plan Survey is available on social media and website. <strong>Posters have been placed in kiosks. Stakeholder Open House will be held Wednesday, July 17 from 4-6pm at the Paint Creek Cider Mill.</strong></td>
</tr>
<tr>
<td><strong>Southeast Rochester Property Development</strong></td>
<td>Melissa presented the project to the Rochester City Council at their May 13 meeting. City Council appeared to be favorable to the project and asked that PCTC submit budget information for review.</td>
</tr>
</tbody>
</table>
Due to higher than expected resurfacing bids, Southeast Rochester Property development is on hold.

Wayfinding signage in Rochester and Lake Orion

Received Iron Belle Trail Grant. Draft RFP created by Branding committee. **Received four proposals from Signage Design Firms. Branding Committee will make recommendation at July meeting.**

Bridge 33.7 Renovation Project – work with OTPRC, MDOT, and DNR to replace bridge

C.A. Hull Company, Inc. returned the lowest bid: $670,327.89. Construction began June 17th and should be completed by Labor Day weekend.

City of Rochester – Bridge Replacement

City of Rochester has received bridge inspection report. Will send to PCTC once they have reviewed it.

**Planning & Development Goals**

<table>
<thead>
<tr>
<th>Planning &amp; Development Goals</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Trails Day –June 1, 2019</td>
<td>NTD Event scheduled for June 1 in downtown Lake Orion. We are partnering with the Clergy, Cops and Kids event also in Lake Orion that day. Approximately 75 people attended this year’s NTD event which ended early due to inclement weather.</td>
</tr>
<tr>
<td>Labor Day Bridge Walk – September 2, 2019</td>
<td>Commission voted to cancel LDBW for 2019 at June 12 Special Joint Meeting. Will resume event in 2020. <strong>Letter will be sent to all previous LDBW sponsors informing them that the event will not be held this year but asking for their support in 2020.</strong></td>
</tr>
<tr>
<td>Paint Creek Trail Resurfacing</td>
<td>Received two bids for the project. Commission will review bids and approve contract at May 2019 meeting. Commission selected WCI Contractors, Inc. as resurfacing bid contractor with lowest revised bid of $571,621.</td>
</tr>
<tr>
<td>Trail identification and road crossing signage (Branding)</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee. <strong>Received four proposals from Signage Design Firms. Branding Committee will make recommendation at July meeting.</strong></td>
</tr>
<tr>
<td>Cider Mill Gateway Project – near Flagstar</td>
<td>The Friends group is working with the Memorial Ad-hoc committee on this project.</td>
</tr>
<tr>
<td>Gateway Signage – Each community</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee. <strong>Received four proposals from Signage Design Firms. Branding Committee will make recommendation at July meeting.</strong></td>
</tr>
<tr>
<td>Tienken Educational Pathway Project</td>
<td>Commission approved removing Pathway Project from resurfacing bid.</td>
</tr>
<tr>
<td>Oakland Township Parking Lot Development</td>
<td>MNRTF recommended a grant of $228,400 to OTPRC to fund improvements to Paint Creek Junction Park, located on Orion Road, between Adams and Clarkston roads. Project slated to begin in 2020.</td>
</tr>
</tbody>
</table>

**Policies**

<table>
<thead>
<tr>
<th>Policies</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Plant Approval Policy</td>
<td>No progress yet. Need expert assistance</td>
</tr>
<tr>
<td>Conservation Stewardship Policy</td>
<td>No progress yet. Need expert assistance</td>
</tr>
<tr>
<td>Fund Balance Policy</td>
<td>Auditor made recommendation in 2018 to keep $25,000 (3 months) worth of expenses in fund balance.</td>
</tr>
</tbody>
</table>

**Maintenance**

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Task Description</td>
<td>Progress</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Assure Restrooms are maintained (ongoing)</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Continue vandalism prevention education (ongoing)</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Continue surface maintenance inspections and coordination of repairs (ongoing)</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Road Crossing improvements – work with RCOC</td>
<td>Ongoing. Continue working with RCOC for improvements at our crossings.</td>
</tr>
<tr>
<td><strong>Long Term Goals</strong></td>
<td><strong>Progress</strong></td>
</tr>
<tr>
<td>Polly Ann Connection</td>
<td>Ongoing. The first phase of the Clarkston Road Paint Creek Trail-Polly Ann Trail connector completed.</td>
</tr>
<tr>
<td>Side parcel acquisition for parking and trail access</td>
<td>Will continue looking for opportunities</td>
</tr>
<tr>
<td>Acquisition of historic resources</td>
<td>Will continue looking for opportunities</td>
</tr>
<tr>
<td>Installation of drinking fountain, where appropriate, in each community</td>
<td>Back to the Beach Runners have donated $2,500 to the Friends of the Paint Creek Trail for a water fountain at Paint Creek Junction.</td>
</tr>
<tr>
<td>Village of Lake Orion Membership on PCTC</td>
<td>The Commission approved the agreement with the Village of Lake Orion at their April 2019 meeting. The Village of Lake Orion approved the agreement at their May 13, 2019 meeting.</td>
</tr>
<tr>
<td>Ensure focus on keeping the trail a “Natural Beauty Trail”.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
Community Foundation of Greater Rochester

Fund Statement - Non Endowed

June 30, 2019
Paint Creek Trailways

BEGINNING FUND BALANCE

$0.00

Revenue & Additions

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts</td>
<td>$408,000.00</td>
</tr>
<tr>
<td>Pledge Gifts</td>
<td>$0.00</td>
</tr>
<tr>
<td>Interfund Gifts</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dividends</td>
<td>$392.46</td>
</tr>
<tr>
<td>Interest Income on Investments</td>
<td>$796.13</td>
</tr>
<tr>
<td>Realized Gains and Losses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unrealized Gains and Losses</td>
<td>$946.57</td>
</tr>
</tbody>
</table>

**Total Revenue & Additions**

$410,135.16

Expenses & Distributions

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants from Income</td>
<td>$165,164.00</td>
</tr>
<tr>
<td>Interfund Grants</td>
<td>$0.00</td>
</tr>
<tr>
<td>Admin. Fees Charged</td>
<td>$1,492.10</td>
</tr>
<tr>
<td>Misc. Fund Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Financial Fees</td>
<td>$96.61</td>
</tr>
</tbody>
</table>

**Total Expenses & Distributions**

$166,752.71

Income Transfers

$0.00

**YTD FUND BALANCE**

$243,382.45

---

**Paint Creek Trailways**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift</td>
<td>Ralph C. Wilson, Jr. Foundation</td>
<td>04/19/2019</td>
<td>$408,000.00</td>
</tr>
</tbody>
</table>

**Gifts Total**

$408,000.00

**Paint Creek Trailways**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Paint Creek Trailways Commission</td>
<td>05/15/2019</td>
<td>$165,164.00</td>
</tr>
</tbody>
</table>

**Grants Total**

$165,164.00